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DEPARTMENT OF DEFENSE

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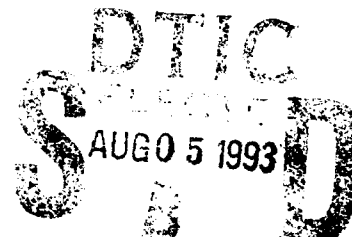


**RESEARCH AND TECHNOLOGY  
WORK UNIT  
INFORMATION SYSTEM  
MANUAL**

Under Secretary of Defense  
for Acquisition

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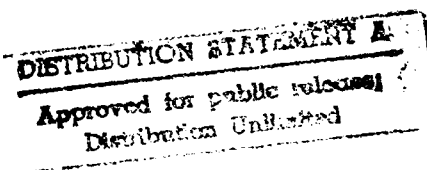
**AUGUST 1984**



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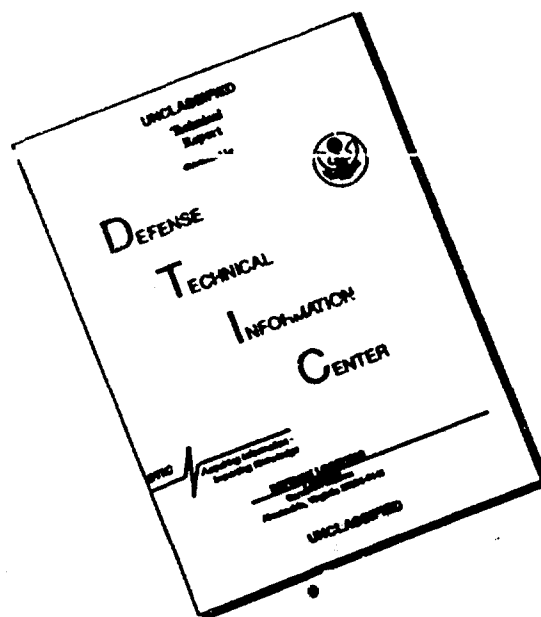
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THE UNDER SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301

DoD 3200.12-M-1

RESEARCH AND  
ENGINEERING

15 AUG 1984

FOREWORD

This Manual is issued under the authority of DoD Directive 3200.12, "DoD Scientific and Technical Information Program," February 15, 1983, which established a series of DoD publications to provide direction and guidance in areas related to the scientific and technical information program. It supplements DoD 3200.12-R-1, "Research and Technology Work Unit Information System Regulation," August 1983, and replaces Defense Logistics Agency Manual (DLAM) 4185.5, "R&T Work Unit Information System Data Input Manual," December 1968. The purpose of this Manual is to prescribe uniform procedures to ensure consistency of input to the Research and Technology Work Unit Information System (R&TWUIS) and to establish a Work Unit Information System (WUIS) Working Group. The Manual also provides a vehicle for altering the WUIS and its contributor subsystems, as necessary, to improve their responsiveness.

The provisions of this Manual apply to the Office of the Secretary of Defense, the Military Departments and the Defense Agencies (hereafter referred to collectively as "DoD Components").

This Manual is effective immediately and is mandatory for use by all DoD Components. Heads of DoD Components may issue supplementary instructions only when necessary to provide for unique requirements within their respective Components.

Send recommended changes to the Manual through channels to:

Director, Office of Research and Laboratory  
Management  
Deputy Under Secretary of Defense for Research  
and Engineering (Research and Advanced  
Technology)  
The Pentagon, Room 3E114  
Washington, DC 20301

DoD Components may obtain copies of this Manual through their own publication channels. Other federal agencies and the public may obtain copies from Director, U.S. Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, Pennsylvania 19120.

Under Secretary of Defense  
for Research and Engineering

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DTIC QUALITY INSPECTED 3

<b>Accession For</b>	
NTIS GRA&I	<input checked="" type="checkbox"/>
DTIC TAB	<input type="checkbox"/>
Unannounced	<input type="checkbox"/>
Justification	
By	
Element	
Approved for Release	
Date	
Remarks	
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REFERENCES

- (a) DoD 3200.12-R-1, "Research and Technology Work Unit Information System Regulation," August 1983, authorized by DoD 3200.12, February 15, 1983
- (b) DoD 5025.1-M, "DoD Directives System Procedures," April 1981, authorized by DoD Directive 5025.1, October 16, 1980
- (c) Memorandum by the Secretary of Defense, "Control of Unclassified Technology with Military Application," October 18, 1983
- (d) Public Law 83-703, "The Atomic Energy Act of August 30, 1954"
- (e) DoD FAR Supplement, April 1984
- (f) DoD Directive 5010.22, "DoD Contract Studies Management," March 25, 1982
- (g) Defense Logistics Agency Manual (DLAM) 4185.15, "Defense RDT&E On-line System Terminal Operator's Manual (INPUT)," June 1983

## DEFINITIONS

1. Active Work Unit. A work unit that is described in the data base by a record with a kind of summary (transaction type) of NEW or CHANGE.
2. Inactive Work Unit. A work unit that is described in the data base by a record with a kind of summary (transaction type) of TERMINATION or COMPLETION.
3. Work Unit Record. The computer-resident in which is stored the data reported about a particular work unit. Each work unit record is identified by a unique accession number. The record comprises the data elements submitted as a NEW summary (see definition number 4.) for that accession number and any later modifications which change, delete, or add to those data elements.
4. Work Unit Report (Transaction). A submission of data elements that make up an initial entry of an R&T work unit summary or a modification to an existing summary. A report can be one of four transaction types (kinds of summaries): NEW, CHANGE, TERMINATION, COMPLETION.



## CHAPTER 1

## GENERAL INFORMATION

A. PURPOSE

This Manual is a supplement to DoD 3200.12-R-1 (reference (a)). In accordance with Chapter 2, section B, of reference (a) it establishes uniform procedures, codes, data elements, and formats for submitting descriptions of research and development work units to the DoD R&TWUIS. It provides instructions for completing DD Form 1498 "Research and Technology Work Unit Summary" (see Appendix E), and for the preparation of R&TWUIS summary data in machine-readable form (see Chapter 3). This Manual also establishes a Working Group representing the Defense Technical Information Center (DTIC) and the DoD Components that contribute the summaries comprising the R&T Work Unit Data Base (WUDB).

B. SCOPE

The provisions in this Manual are mandatory for reporting any work unit information required to be submitted by reference (a), and any work unit information submitted on an optional basis:

C. MAINTENANCE OF THE MANUAL

1. In addition to regular channels, participating agencies may propose modifications to the provisions of this Manual through their designated representatives in the WUIS Working Group.
2. Revisions to the Manual will be processed in accordance with DoD 5025.1-M (reference (b)).
3. This Manual shall be reviewed annually by the WUIS Working Group.

D. RESPONSIBILITIES

1. The Defense Logistics Agency (DLA) exercises operational control over DTIC in its performance of assigned mission tasks related to the WUIS.
2. The DTIC shall:
  - a. Maintain and operate the system. This includes the following functions:
    - (1) Development and maintenance of computer subsystems and programs to service the input and output requirements of the WUIS.
    - (2) Validation and processing of input data furnished by reporting agencies.
    - (3) Preparation of reports from the WUDB in accordance with requesters' specifications.
    - (4) Development, publication, and maintenance of detailed procedures for submitting input data to and requesting output products from the WUIS, including the maintenance of this Manual.
    - (5) Administration of system procedures to ensure uniformity in interpretation and compliance.
    - (6) Operation and maintenance of an on-line system to provide input, search, retrieval and display for WUIS data.

b. Appoint a representative from within DTIC to the WUIS Working Group and provide administrative support to the Working Group.

3. The National Security Agency/Central Security Service (NSA/CSS) maintains a file containing work unit summaries that must be withheld from DTIC because they are classified TOP SECRET or they deal with research and development (R&D) in electronic intelligence, communications intelligence, or communications security. These summaries shall be sent to the NSA/CSS, ATTN: T5112, Fort George Meade, Maryland 20755.

4. DoD Components shall:

a. Furnish a work unit summary for each work unit for which they are responsible in accordance with DoD 3200.12-R-1 (reference (a)).

b. Submit work unit summaries to DTIC in an electronic or machine-readable medium: punched cards, card image magnetic tape, or via the Remote Terminal Input Subsystem (RTIS) of the Defense RDT&E On-Line System (DROLS).

c. Submit WUIS summaries to the Defense Technical Information Center (DTIC-T/WUIS), Cameron Station, Alexandria, Virginia 22314.

d. Submit modifications to summaries previously furnished whenever a change occurs.

e. Ensure the accuracy, completeness and timeliness of the data base.

f. Review at least within 1 year of the preceding report each summary describing an active unit for which Components are responsible and submit required modifications.

g. Name one member and an alternate to serve on the WUIS Working Group with the responsibility for representing the DoD Component concerned in developing, coordinating, and approving system procedures.

#### E. WUIS WORKING GROUP

##### 1. Organization and Membership.

The WUIS Working Group serves as a coordinating body and a medium of communication among participating agencies. The Working Group meets periodically at the call of the chair.

a. The following DoD Components shall be represented by one member and an alternate:

- (1) Department of the Army.
- (2) Department of the Navy.
- (3) Department of the Air Force.
- (4) Defense Nuclear Agency.
- (5) Defense Communications Agency.
- (6) Defense Advanced Research Projects Agency.
- (7) National Security Agency/Central Security Service.
- (8) Defense Mapping Agency.
- (9) Defense Technical Information Center.

b. The following DoD Study Program Management offices shall be represented by one member and one alternate:

- (1) Headquarters U.S. Army.
- (2) Headquarters U.S. Air Force.
- (3) Headquarters U.S. Navy.
- (4) Headquarters U.S. Marine Corps.

c. The following shall be represented by an observer at each WUIS Working Group meeting:

- (1) Office of the Under Secretary of Defense Research and Engineering.
- (2) Defense Logistics Agency.

2. Functions. As representatives of their respective DoD Components, the WUIS Working Group shall:

a. Cooperate in the continuing development and monitoring of the system with responsibility for assessing system performance and approving changes in system procedures.

b. Serve as a communications channel between DTIC and reporting activities to monitor and assess the currency, completeness, and accuracy of the WUIS, resolve mutual problems, and evaluate system modifications proposed by system participants.

c. Determine the need for and establish standing or ad hoc subgroups. Representatives to these subgroups shall be permanent WUIS Working Group members, or if appropriate, other members of their respective DoD Components who are more familiar with the specific task.

## CHAPTER 2

## PREPARATION OF INPUT DATA

A. GENERAL PROCESSING CRITERIA

1. The instructions and criteria described below are applicable to the preparation of work unit data for input to the WUIS. These apply also to the use of DD Form 1498. The field names and numbers are applicable to the DD Form 1498 and various kinds of machine-readable input.

2. Critical Control Fields. The following data fields are critical to the processing of all work unit reports. Omission of any of these three fields will cause the record to be rejected.

- a. Agency accession (field 1).
- b. Date of summary (field 2).
- c. Kind of summary (field 4).

3. Deletion of Work Unit Records. A reporting agency may submit transactions to delete entire records automatically from the data base. To do so contact DTIC-T/WUIS for necessary instructions.

B. INSTRUCTIONS FOR NEW SUMMARIES

1. A work unit record can be established in the data base only by a report with a transaction type "A" NEW.

2. In general, a NEW transaction shall include all the data elements described in Chapter 2, section D. of this Manual, except those that clearly are optional or unique to another DoD Component.

3. Omissions or errors in certain data elements related to security or releasability (fields 5, 7, and 8) will cause the report to be inaccessible by normal retrieval procedures. Omissions or errors in other fields (such as 13, 14) will generate an error notification to the report originator, but will not inhibit access to or retrieval of the incomplete record. In the case of a classified work unit (WU) summary, the absence of field 12 will make the record inaccessible.

C. INSTRUCTIONS FOR SUMMARY MODIFICATIONS

1. All transactions to update an existing record shall include the three critical control fields and any other fields requiring updating. A card type A01, complete through column 19, shall be submitted in addition to those card types containing data fields to be updated. Include on the card types only the control fields and the fields requiring updating or correction. (See Chapter 3 for information on card types.)

2. A plus (+) sign is provided as a field delete code for use by the contributor on update transactions to delete certain previously reported data from individual data fields within a record. This is accomplished by entering the plus sign (+) in the high-order (left-most) position of the specific data field in the card or card image. Deletions that add or replace other data may occur on the same transactions. Exercise care in the use of the delete code because for many data elements a blank on the record is an invalid condition that will cause an error message to be generated. For those fields in which a

blank cannot be tolerated, the input program will ignore all attempts to use the delete code.

#### D. DETAILED FIELD DESCRIPTIONS AND PROCESSING CRITERIA

1. This section contains a detailed discussion of every data field that comprises a work unit record (see table 2-1). Each data field is identified by a field number, field name, and maximum field length. The discussion of each data field contains a definition of the data element, an explanation of its use, and the requirements or conditions for entering data into that field as well as an outline of the edit and audit criteria used to determine the validity of the data submitted as input to that field.

a. An error detected in one of the critical control fields will preclude processing of the transaction. Chapter 4, figure 4-2, describes the contributor feedback document that identifies the control field in error and lists the card types rejected. The transaction card types thus rejected shall be corrected and resubmitted.

b. A "catastrophic" error will result if the transaction or updated record contains an error in one of the fields pertaining to the security classification of the record or if its distribution limitations are not specified in accordance with criteria described in this Manual. Because of a possible security error, a release-inhibit lockout flag is set in the master file record that prevents the record from being accessed by the normal output programs. This situation will persist until a modification transaction corrects the error in the master file.

c. All data field errors other than those pertaining to control or security fields are termed "noncatastrophic" errors. Such errors have no effect on the acceptance of the transactions or the availability of the updated record. The data, as transmitted to DTIC, are updated to the master file and the updated records are accessible immediately by normal output programs.

2. A number of edit and audit flags are designated in the master file record, each corresponding to one of the edit or audit criteria established for each data field. During the edit and audit phase of the update program, the data are validated against the criteria described in this Manual. If data for particular fields do not pass this validation, the appropriate edit or audit error flag is generated. Each error flag will persist until an update transaction for that data field satisfies the edit and audit criteria. Each flag is associated with a unique error message. As a result of an update action against a record all the messages related to the error flags that have been generated will be printed and returned to the contributor so the record can be reviewed and corrected in later modification transactions. Chapter 4, table 4-1, describes these edit and audit error messages and the feedback documents resulting from them.

# Detailed WUIS Field Descriptions

Field	Instruction	Edit and Audit
1 - Agency Accession (8 Alphanumeric)	A valid entry is mandatory on all input regardless of transaction type. It is assigned by the DoD Component involved and is composed of a 2-character alphabetic code (Digraph) indicating the submitting agency and a 6-character serial unique to each work unit record.	a. The first two characters shall be equal to one of the following:  Digraph: Agency DA Department of the Army DB Defense Mapping Agency DD Department of Defense-Office of the Secretary of Defense (OSD), Offices of the Under Secretaries of Defense (OUSD), and Offices of the Assistant Secretaries of Defense (OASD) DE Defense Advanced Research Projects Agency (DARPA) DF Department of the Air Force DG National Security Agency/Central Security Service (NSA/CSS) DH Defense Nuclear Agency (DNA) DJ Joint Chiefs of Staff, including the Joint Staff, Unified or Specified Commands and Joint Service Schools DK Defense Communications Agency (DCA) DL Defense Intelligence Agency (DIA) DM United States Marine Corps DN Department of the Navy DP U.S. Coast Guard DR Defense Contract Audit Agency (DCAA) DS Defense Logistics Agency (DLA) DT Defense Security Assistance Agency (DSAA) DU Defense Audit Service (DAS) DV Defense Investigative Service (DIS) DW Uniformed Services University of the Health Sciences (USUHS)

Table 2-1

Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>						
1 - Agency Accession (8 Alphanumeric) continued								
	a. The first two characters shall be equal to one of the following:							
		<table><tr><td><u>Digraph</u></td><td><u>Agency</u></td></tr><tr><td>VN</td><td>National Aeronautics and Space Administration (NASA)</td></tr><tr><td>WC</td><td>Federal Emergency Management Agency (FEMA)</td></tr></table>	<u>Digraph</u>	<u>Agency</u>	VN	National Aeronautics and Space Administration (NASA)	WC	Federal Emergency Management Agency (FEMA)
<u>Digraph</u>	<u>Agency</u>							
VN	National Aeronautics and Space Administration (NASA)							
WC	Federal Emergency Management Agency (FEMA)							
	b. The next six characters shall equal one of the following serial ranges:							
		<table><tr><td><u>Digraph</u></td><td><u>Serial</u></td></tr><tr><td>DA</td><td>1st position can be zero (<math>\geq 3</math> if 2nd position is an alpha) 2nd position can be alphanumeric 3rd position through 6th positions, 000001 through 999999</td></tr></table>	<u>Digraph</u>	<u>Serial</u>	DA	1st position can be zero ( $\geq 3$ if 2nd position is an alpha) 2nd position can be alphanumeric 3rd position through 6th positions, 000001 through 999999		
<u>Digraph</u>	<u>Serial</u>							
DA	1st position can be zero ( $\geq 3$ if 2nd position is an alpha) 2nd position can be alphanumeric 3rd position through 6th positions, 000001 through 999999							
	All others 1st through 6th positions, 000001 through 999999							

# Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>
1 - Agency Accession - continued		<p>c. Any transaction for which field 1 is blank or does not meet the preceding criteria will be rejected by the input program.</p>
2 - Date of Summary (6 Numeric)	<p>A valid entry is mandatory on all reports regardless of transaction type to ensure that successive modifications to a data record are processed in the proper sequence. Enter the standard 6-digit date (year, month, day) to identify the date on which a machine-readable transaction was prepared by a contributing activity for transmittal to DTIC.</p>	<p>a. The left-most two digits for year shall be in the range of CY-1 to CY+1.</p> <p>b. The middle two digits for month shall be in the range of 01 to 12.</p> <p>c. The right-most two digits for day shall be in the range of 01 to 31.</p> <p>d. On a modification type transaction, the date in field 2 of the incoming transaction shall be equal to or greater than the date of summary already on the record.</p> <p>e. Any transaction in which field 2 is blank or does not meet the preceding criteria will be rejected by the input program.</p>
3 - Date of Previous Summary (6 Numeric)	<p>This field records the date of summary that the current transaction is updating. The standard DoD 6-digit date identifies the date of summary of the preceding A, D, H, or K report submitted for this accession number.</p>	<p>a. The left-most two digits for year shall be in the range of CY-1 to CY+1.</p> <p>b. The middle two digits for month shall be in the range of 01 to 12.</p> <p>c. The right-most two digits for day shall be in the range of 01 to 31.</p>
4 - Kind of Summary (Transaction Type) (1 Alpha)	<p>A valid transaction-type code is mandatory on all reports. The code is critical because the mandatory data reporting requirements depend upon the transaction type.</p>	<p>a. One of the following single-character type codes shall be used.</p>

Table 2-1



# Detailed WUIS Field Descriptions

Field	Instruction	Edit and Audit
4 - Kind of Summary - continued	<p>a. <u>Transaction Type NEW</u>, Code A. This type of transaction is used only as the initial report of a work unit to the data base. It is the only means by which a work unit can be established in the system for an accession number never previously submitted.</p> <p>b. The remaining types of transactions--<u>CHANGE</u>, <u>COMPLETION</u>, and <u>TERMINATION</u>--may be used only to modify a previously established record. They are referred to commonly as "modification transactions" and are used only to change, add, or delete data. The primary difference between them is that each has a unique influence on the status of the updated record. In using any of the modification transactions, it is necessary to enter, in addition to the three critical control fields, only the specific data fields (or sets of data fields) that are to be added, changed, or deleted.</p> <p>c. <u>Transaction Type CHANGE</u>, Code D. The primary purpose of a D transaction is to modify an active (A or D) work unit record. In addition, an inactive H or K record may be reactivated by submitting a D transaction for that accession number. The effect of a D transaction is to enter the status of the record as <u>CHANGE</u> (active) and replace the date of summary with the date of the D transaction.</p> <p>d. <u>Transaction Type TERMINATION</u>, Code H. The purpose of the H transaction is to report the cancellation, suspension, or discontinuation of a work unit. The H transaction also can be used to modify a previous H record without altering its status. The effect of the H transaction is to enter the status of the record as <u>TERMINATION</u> (inactive) and update the date of summary field.</p>	<p>Code</p> <p>Transaction Type</p> <p>A NEW</p> <p>D CHANGE</p> <p>H TERMINATION</p> <p>K COMPLETION</p> <p>b. If the transaction code is A, the accession number in field 1 cannot have been recorded previously in the WUDB.</p> <p>c. If the transaction code is D, H, or K the accession number shall be recorded in the WUDB and the present transaction shall include a valid date of previous summary in field 3.</p> <p>d. Any transaction in which field 4 is blank or does not meet the preceding criteria will be rejected by the input program.</p>

Table 2-1

# Detailed WUIS Field Descriptions

Field

4 - Kind of Summary - continued

5 - Summary Security (J.Alpha)

Instruction

e. Transaction Type COMPLETION, Code K. The purpose of the K transaction is to report the completion of the technical work on a work unit. The K transaction also may be used to modify a K record without altering its status. The effect of a K transaction is to enter the status of the record as COMPLETION (inactive) and to update the date of summary field.

f. Special procedures for exceptional and specific file maintenance and correction transactions are covered in section B, Chapter 4.

At all times a work unit record shall contain a valid entry for summary security in field 5. This entry describes the overall security classification of the record. For a NEW transaction, it also shall correspond to the classification of the report itself. A valid entry is mandatory on all NEW transactions. It is also required on all modification transactions in which the security classification code in any of the following data fields is upgraded or downgraded: Keywords (field 22), Objective (field 23), Approach (field 24) or Progress (field 25).

a. A valid entry shall consist of one of the following single-character codes:

Code	Classification <sup>1</sup>
S	SECRET
C	CONFIDENTIAL
U	UNCLASSIFIED

b. The Summary Security (field 5) must be equal to the highest security classification entered for fields 22, 23, 24, or 25.

Edit and Audit

<sup>1</sup>Although TOP SECRET is a valid classification for an R&T Work Unit Summary, all summaries with this classification shall be forwarded directly to the NSA; therefore any security classification code of T in fields 5, 22, 23, 24, or 25 in a transaction received at DTIC for entry in the WUDB will cause the transaction to be rejected.

Table 2-1

# Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>														
5 - Summary Security - continued		<p>c. If field 5 is S or C, one of the security classifications entered for fields 22, 23, 24 or 25 shall be S or C.</p> <p>d. If field 5 is U, field 7 (Regrading) shall be blank. If field 5 is S or C, field 7 must be A, B, C, E, or F.</p>														
6 - Work Security (1 Alpha)	<p>An entry is required in this field to identify the overall classification of the <u>work</u> described in the work unit record but not the classification of the <u>summary</u> itself. A valid entry is required on all NEW transactions and may not be deleted by a modification transaction.</p>	<p>The entry shall consist of one of the following single-character codes:</p> <table><tr><th><u>Code</u></th><th><u>Work Security</u></th></tr><tr><td>T</td><td>TOP SECRET</td></tr><tr><td>S</td><td>SECRET</td></tr><tr><td>C</td><td>CONFIDENTIAL</td></tr><tr><td>U</td><td>UNCLASSIFIED</td></tr></table>	<u>Code</u>	<u>Work Security</u>	T	TOP SECRET	S	SECRET	C	CONFIDENTIAL	U	UNCLASSIFIED				
<u>Code</u>	<u>Work Security</u>															
T	TOP SECRET															
S	SECRET															
C	CONFIDENTIAL															
U	UNCLASSIFIED															
7 - Regrading Code (1 Alpha)	<p>A valid entry is mandatory in the work unit record when the summary security (field 5) is S or C. This entry is required on all NEW transactions which upgrade or downgrade (except to ii) the summary security. If the work unit record is declassified by a modification transaction, a delete code shall be entered simultaneously in field 7 and all subelements (fields 7A thru 7D).</p>	<p>a. The entry must be one of the following codes:</p> <table><tr><th><u>Code</u></th><th><u>Regrading Code Meaning</u></th></tr><tr><td>A</td><td>Record with a Declassification Date</td></tr><tr><td>B</td><td>Record with a Declassification Event</td></tr><tr><td>C</td><td>Record with Originating Agency's Determination Required (OADR)</td></tr><tr><td>E</td><td>Restricted Data or Formerly Restricted Data Record</td></tr><tr><td>F</td><td>Foreign Source Record</td></tr><tr><td>Blank</td><td>None (Unclassified Record)</td></tr></table>	<u>Code</u>	<u>Regrading Code Meaning</u>	A	Record with a Declassification Date	B	Record with a Declassification Event	C	Record with Originating Agency's Determination Required (OADR)	E	Restricted Data or Formerly Restricted Data Record	F	Foreign Source Record	Blank	None (Unclassified Record)
<u>Code</u>	<u>Regrading Code Meaning</u>															
A	Record with a Declassification Date															
B	Record with a Declassification Event															
C	Record with Originating Agency's Determination Required (OADR)															
E	Restricted Data or Formerly Restricted Data Record															
F	Foreign Source Record															
Blank	None (Unclassified Record)															

Table 2-1

# Detailed WUIS Field Descriptions

## Field

## Instruction

## Edit and Audit

7 - Regrading Code - continued

b. If field 5 is: field 7 shall be:

S or C                      A, B, C, E, or F  
U                                Blank

c. Failure of the above criteria will result in a catastrophic error.

7A - Classification Authority  
(60 Alphanumeric)

A valid entry is mandatory in the work unit record when the summary security (field 5) is S or C. This entry is to identify a particular official, source document or classification guide that authorized the original classification of the record. This entry is mandatory on all NEW transactions if field 5 is S or C and on all modification transactions that upgrade or downgrade (except to U) the summary security.

a. If field 5 is S or C, field 7A shall contain a valid entry.

b. Failure of the above criteria will result in a catastrophic error.

7B1 - Date of Declassification  
(6 Numeric)

This entry is to identify the date on which classified information in the work unit record is to become unclassified. Enter the standard DoD 6-digit date (year, month, day) to indicate when field 5 is to be changed to U by a modification transaction.

a. If field 5 is S or C and field 7 is A, a valid entry is required in field 7B1.

b. If field 7D has data, field 7B1 shall be blank.

c. Failure of the above criteria will result in a catastrophic error.

a. The left-most two digits shall be in the range of 00 to 99 (entries 00 thru 40 indicate years 2000 thru 2040); the middle two digits shall be in the range of 01 to 12; the right-most two digits shall be in the range of 01 to 31.

b. A valid entry is mandatory when the summary security (field 5) is S or C and the regrading code (field 7) is an A.

Table 2-1

# Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>
7B2 - Declassification Event (54 Alphanumeric)	This entry is to identify the event certain to occur on which classified information in the work unit record is to become unclassified. Enter the specific event, left-justified, to indicate when the summary security (field 5) is to be changed to U by a modification transaction.	<p>a. If field 5 is S or C and field 7 is B, a valid entry is required in field 7B2.</p> <p>b. Failure of the above criteria will result in a catastrophic error.</p>
7C1 - Downgrading Date (6 Numeric)	<p>This entry is to identify the date on which SECRET information in the record is downgraded to CONFIDENTIAL. Enter the standard DoD 6-digit date (year, month, day) to indicate when field 5 is to be changed to C by a modification transaction.</p> <p>The left-most two digits shall be in the range of 00 to 99 (entries 00 thru 40 indicate years 2000 thru 2040); the middle two digits shall be in the range of 01 to 12; the right-most two digits shall be in the range of 01 to 31.</p>	<p>a. If field 5 is S, a valid entry is permitted if field 7C2 is blank.</p> <p>b. If field 5 is C, field 7C1 shall be blank.</p>
7C2 - Downgrading Event (54 Alphanumeric)	This entry is to identify the event certain to occur on which the SECRET information in the work unit record is to become CONFIDENTIAL. Enter the specific event, left-justified, to indicate when the summary security (field 5) is to be changed from S to C by a modification transaction.	<p>a. If field 5 is S, a valid entry is permitted if field 7C1 is blank.</p>
7D - Classification Duration (4 Alpha)	This entry is to identify the classified information in the work unit record as having an indefinite duration of classification. Enter the acronym OADR to indicate "Originating Agency's Determination Required."	<p>a. If field 5 is S or C and field 7 is C, the acronym OADR is required in field 7D.</p> <p>b. If fields 7B1 or 7B2 have data, field 7D shall be blank.</p> <p>c. Failure in the above criteria will result in a catastrophic error.</p>

Table 2-1

# Detailed WUIS Field Descriptions

Field	Instruction	Edit and Audit																						
8A1 - Distribution Instructions (2 Alpha)	<p>A valid entry for this field is mandatory at all times in the work unit record to identify the level of distribution limitation appropriate to the work unit record. Therefore, a valid entry is mandatory on all NEW transactions and may not be deleted by a modification transaction.</p> <p>a. <u>Distribution Instruction, Code DX.</u> Distribution limited to DoD Components and their contractors/grantees.<sup>1</sup> (Statement D, Memorandum by the Secretary of Defense (reference (c)).)</p> <p>b. <u>Distribution Instruction, Code CX.</u> Distribution extended to other U.S. Government agencies, and their contractors/grantees. (Corresponds to Statement C (reference (c)).)</p>	<p>a. The entry shall consist of one of the following 2-character codes:</p> <table><tr><th>Code</th><th>Distribution Instructions</th></tr><tr><td>BF</td><td>U.S. Govt Only, Foreign Data</td></tr><tr><td>BP</td><td>U.S. Govt Only, Proprietary</td></tr><tr><td>BT</td><td>U.S. Govt Only, Test or Evaluation Data</td></tr><tr><td>BU</td><td>U.S. Govt Only, Preliminary, Planning or Internal Data</td></tr><tr><td>CX</td><td>U.S. Govt and their Contractors Only</td></tr><tr><td>DX</td><td>DoD and their Contractors Only</td></tr><tr><td>EE</td><td>DoD Only, Evaluation of Programs</td></tr><tr><td>EF</td><td>DoD Only, Foreign Data</td></tr><tr><td>ES</td><td>DoD Only, Trade Secrets</td></tr><tr><td>EP</td><td>DoD Only, Preliminary, Planning or Internal Data</td></tr></table>	Code	Distribution Instructions	BF	U.S. Govt Only, Foreign Data	BP	U.S. Govt Only, Proprietary	BT	U.S. Govt Only, Test or Evaluation Data	BU	U.S. Govt Only, Preliminary, Planning or Internal Data	CX	U.S. Govt and their Contractors Only	DX	DoD and their Contractors Only	EE	DoD Only, Evaluation of Programs	EF	DoD Only, Foreign Data	ES	DoD Only, Trade Secrets	EP	DoD Only, Preliminary, Planning or Internal Data
Code	Distribution Instructions																							
BF	U.S. Govt Only, Foreign Data																							
BP	U.S. Govt Only, Proprietary																							
BT	U.S. Govt Only, Test or Evaluation Data																							
BU	U.S. Govt Only, Preliminary, Planning or Internal Data																							
CX	U.S. Govt and their Contractors Only																							
DX	DoD and their Contractors Only																							
EE	DoD Only, Evaluation of Programs																							
EF	DoD Only, Foreign Data																							
ES	DoD Only, Trade Secrets																							
EP	DoD Only, Preliminary, Planning or Internal Data																							

<sup>1</sup>DoD Contractors or Grantees include contractors properly registered with the Army Qualitative Requirements Information (QRI) Program, and Navy/Industry Cooperative Research and Development (NICRAD) Program, and the Air Force Potential Contractor Program (PCP).

Table 2-1

Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>
8A1 - Distribution Instructions - continued	<p>Information that is privileged or too sensitive to be released outside of the DoD or the U.S. Government may be coded to restrict access to DoD Components only or to U.S. Government agencies only. The use of these codes shall be fully justifiable. The reasons shall be identified as shown below. This usage shall be audited periodically and the originators requested to revise them, when possible, to one of the above codes.</p> <p>DISSEMINATION ONLY TO U.S. GOVERNMENT AGENCIES (STATEMENT B, Memorandum by the Secretary of Defense (reference (c))).</p> <p>c. <u>Distribution Instruction, Code BF.</u> Information furnished by a foreign government with the provision that it shall not be released outside of the U.S. Government.</p> <p>d. <u>Distribution Instruction, Code BP.</u> Discloses proprietary information not owned by the U.S. Government nor protected by a contractor's "limited rights" statement received with the understanding that it shall not be transmitted outside the U.S. Government.</p> <p>e. <u>Distribution Instruction, Code BT.</u> Test or evaluation of commercial or military systems or hardware the disclosure of which could be detrimental to the U.S. Government or a manufacturer.</p> <p>f. <u>Distribution Instruction, Code BU.</u> Contains preliminary, planning, studies, analyses, or internal information on development or evaluation of programs or technologies that could be detrimental if disclosed outside of the U.S. Government.</p>	

Table 2-1

Detailed WUIS Field Descriptions

Field

Instruction

Edit and Audit

8A1 - Distribution Instructions  
continued

DISSEMINATION ONLY TO DoD COMPONENTS (STATEMENT E,  
Memorandum by the Secretary of Defense (reference (c))).

g. Distribution Instruction, Code EE. Discloses  
evaluation of contractor or other government agency  
programs.

h. Distribution Instruction, Code EF. Discloses  
information furnished by a foreign government with  
the understanding that it not be transmitted outside  
of the Department of Defense.

i. Distribution Instruction, Code EP. Contains  
preliminary or internally-controlled information or  
information on planning, funding, or evaluation of  
DoD programs, systems, studies, or technologies that  
warrant protection from premature disclosure.

j. Distribution Instruction, Code ES. Discloses  
trade secrets or other proprietary information  
entrusted to the Department of Defense.

8A2 - Additional Security  
Restriction  
(2 Alpha)

Enter when appropriate the additional security  
category imposed by the Atomic Energy Act  
(reference (d)) for Restricted or Formerly  
Restricted Data.

a. The entry shall be one of the following:

Entry	Meaning
Blank	Neither RD or FR
RD	Restricted Data
FR	Formerly Restricted Data

b. If field 8A2 is RD or FR, field 5 shall be  
C or S.

c. If field 5 is U, field 8A2 shall be blank.

Table 2-1



# Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>
9 - Level of Summary (1 Alpha)	An "A" in this field denotes an R&T WU record.	Entry shall be A.
10A1 - Primary Number Codes 10A2 10A3 10A4	<p>This is a set of four data elements that provide program or administrative identification of the primary source of support for the work unit. A valid entry for each of the four data fields is mandatory on all NEW transactions. On modification transactions, the entire set shall be resubmitted if any portion is changed. Also, no portion of the set may be deleted. Begin entry of data in the left-hand column of those fields in punch cards or card images. High-order zeros are not suppressed. If, for example a valid number is 002, enter 002 starting in the left-hand column of the field.</p> <p>An entry is mandatory for all NEW transactions. The field may never be deleted. For DoD RDT&amp;E-funded work, the entry shall consist of a valid DoD program element code. In other DoD-funded efforts, enter an appropriate code or mnemonic to identify the appropriation or category; such as "O&amp;M." A single zero in the high-order position of the field is used in those situations when the primary contributor to the work unit is a non-DoD agency and a DoD program element code is inapplicable.</p> <p>The field may not be blank.</p>	
10A1 - Primary Program Element Code (6 Alphanumeric)		

Table 2-1

# Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>
10A2 - Primary Project Number (12 Alphanumeric)	A valid agency project number or a zero is mandatory for all NEW transactions. Enter a zero in the high-order position of the field if a valid project number is not applicable.	The field may not be blank.
10A3 - Primary Task Area Number (10 Alphanumeric)	An entry in this field is mandatory for all NEW transactions. Enter the task area number associated with the project number in field 10A2. Enter a zero in the high-order position of the field if no task area is applicable.	The field may not be blank.
10A4 - Work Unit Number (16 Alphanumeric)	An entry for this field is mandatory for all NEW transactions. Enter the assigned agency work unit number. Enter a zero in the high-order position if no agency work unit number has been assigned.	The field may not be blank.
10B1 - Contributing Program Element Code (6 Alphanumeric)	This is an optional set of three data elements for use when necessary to identify a source of support for the work unit additional to that identified by the number or codes entered in fields 10A1 through 10A3. If there is no contributing support, fields 10B1 through 10B3 are blank (not submitted). If there is contributing DoD support for the work unit, a valid DoD program element code or other identifier is required in field 10B1. If a valid agency project number or task area number are not applicable, enter a single zero in the high-order position of one or both fields. If the contributing support is from a non-DoD agency enter a single zero in field 10B1 and appropriate codes if available in field 10B2 and 10B3. Previous data in fields 10B1 through 10B3 may be deleted by a modification transaction if no longer applicable. Begin entry of data in the left-hand column of these fields in punch cards or card images. High-order zeros are not suppressed. If, for example, a valid number is 01, enter 01 starting in the left-hand column of the field.	<p>a. Fields 10B1 through 10B3 may be blank.</p> <p>b. If field 10B1 is blank, fields 10B2 and 10B3 shall be blank.</p> <p>c. If field 10B1 is not blank, fields 10B2 and 10B3 may not be blank.</p>
10B2 - Contributing Project Number (12 Alphanumeric)		
10B3 - Contributing Task Area Number (10 Alphanumeric)		

Table 2-1

# Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>
10C1 - Contributing Program Element Code (6 Alphanumeric)	This is an optional set of three data elements for use when necessary to identify a source of support for the work unit additional to those identified by the number or codes in fields 10A1 through 10A3 and 10B1 through 10B3. If not applicable, fields 10C1 through 10C3 are blank (not submitted). See the instructions given for fields 10B1 through 10B3.	
10C2 - Contributing Project Number (12 Alphanumeric)		
10C3 - Contributing Task Area Number (10 Alphanumeric)		
11 - Title (244 Alphanumeric)	A brief unclassified descriptive title for the work unit is mandatory at all times in a WUIS record. An entry is mandatory on all NEW transactions. The field may not be deleted by a modification transaction. The first character of the title field in the card or tape record is a single-character "U." When preparing cards or card images do not leave a space between the "U" and the first character of the title itself.	a. The field may not be blank or deleted. b. The first character of the title shall be U.
12A - Scientific and Technological Fields and Groups Codes (4 Numeric and 6 Characters - 5 Numeric with Special Character (.))	a. These are three data fields for reporting from one to three of the codes selected from the list shown in table 2-2. These codes identify the scientific and technological fields and groups which best describe the nature of the work unit. A valid entry, left justified, is mandatory in the record at all times for field 12A. Therefore, for all NEW transactions and all modification transactions that change the contents of fields 12A through 12C, field 12A must contain either a valid code or four zeros. A code consisting of four zeros may be entered in field 12A only for non-R&T work units for which none of the codes in table 2-2 are applicable (such as, certain types of contract work units submitted for CASE reporting).	a. Field 12A may not be blank and shall contain one of the listed codes or four zeros. b. Field 12B and 12C may be blank or contain a valid code.

Table 2-1

# Detailed WUIS Field Descriptions

Field	Instruction	Edit and Audit																								
12A - Scientific and 12B Technological Fields and 12C Groups (F&G) Codes - continued	<p>b. On a NEW transaction, fields 12B or 12C or both may be blank if fewer than three F&amp;G codes are applicable.</p> <p>c. On a modification transaction, previous data in fields 12B and 12C which are no longer applicable shall be individually changed or deleted.</p>																									
13 - Work Unit Start Date (4 Numeric)	<p>A 4-digit (year, month) date is required at all times in the record to identify the original date on which the work unit first began; therefore, it may be different from the contract or grant effective date (field 17A1). An entry is required on NEW transactions.</p>	<p>a. The left-hand two digits are the last two digits of the calendar year.</p> <p>b. The right-hand two digits represent the month and shall be in the range 01-12.</p>																								
14 - Estimated Completion Date (4 Numeric)	<p>An entry is required at all times on the record to indicate an estimate for the completion of the work unit. The entry is a 4-digit (year, month) date reflecting the estimated or actual completion date. For completed or terminated work units, replace the estimate by an actual date.</p>	<p>The entry is numeric, the left-hand two digits shall be the last two digits of the calendar year and the right-hand two digits shall be the month, in the range of 01-12.</p>																								
15A - Primary Funding Organization (2 Alpha)	<p>a. These are three data fields for reporting from one to three of the 2-character agency codes (digraphs) listed.</p> <p>b. A valid agency digraph entry for field 15A is mandatory in the record at all times to identify the agency providing support for the work unit. Therefore, a valid digraph is mandatory in field 15A for NEW transactions and a modification transaction may never contain a delete code or an invalid digraph in that field. The organization shown by the digraph entered in field 15A shall correspond with that indicated by the primary number or codes entered for fields 10A1 through 10A4.</p>	<p>a. Field 15A may not be blank.</p> <p>b. For DoD Components, enter one of the following digraphs as explained under field 1 (item a):</p> <table><tr><td>DA</td><td>DF</td><td>DJ</td><td>DM</td><td>DR</td><td>DU</td></tr><tr><td>DB</td><td>DG</td><td>DK</td><td>DN</td><td>DS</td><td>DV</td></tr><tr><td>DD</td><td>DH</td><td>DL</td><td>DP</td><td>DT</td><td>DW</td></tr><tr><td>DE</td><td></td><td></td><td></td><td></td><td></td></tr></table>	DA	DF	DJ	DM	DR	DU	DB	DG	DK	DN	DS	DV	DD	DH	DL	DP	DT	DW	DE					
DA	DF	DJ	DM	DR	DU																					
DB	DG	DK	DN	DS	DV																					
DD	DH	DL	DP	DT	DW																					
DE																										
15B - Other Funding Organization (2 Alpha)																										
15C - Other Funding Organization (2 Alpha)																										

Table 2-1

# Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>																																				
15A - Primary Funding Organization - continued	c. Fields 15B and 15C are used when appropriate to identify federal agencies or DoD Components other than that identified in field 15A that provide support for the work unit. If only one additional digraph is appropriate, enter it in field 15A. If entries are not appropriate for fields 15B or 15C, leave them blank.	c. If one of these digraphs is entered in field 15A, a valid program element code for RDT&E-funded work or an appropriate code to identify the appropriation or category for other DoD-funded efforts shall be entered in field 10A1.																																				
15B - Other Funding Organization - continued	d. On a modification transaction, previous data in fields 15B or 15C that no longer are applicable shall be individually changed or deleted.	d. For non-DoD agencies, enter one of the following digraphs:																																				
15C - Other Funding Organization - continued																																						
		<table><tr><th><u>Digraph</u></th><th><u>Agency</u></th></tr><tr><td>AX</td><td>Department of Agriculture</td></tr><tr><td>BX</td><td>Department of Labor</td></tr><tr><td>CX</td><td>Department of Commerce</td></tr><tr><td>FX</td><td>Department of Justice</td></tr><tr><td>GX</td><td>Department of Transportation</td></tr><tr><td>KX</td><td>Department of Interior</td></tr><tr><td>MX</td><td>Department of Housing and Urban Development</td></tr><tr><td>QX</td><td>Department of Treasury</td></tr><tr><td>SX</td><td>Department of State</td></tr><tr><td>TG</td><td>General Services Administration</td></tr><tr><td>VA</td><td>Veterans Administration</td></tr><tr><td>VN</td><td>National Aeronautics and Space Administration</td></tr><tr><td>WA</td><td>Department of Energy</td></tr><tr><td>WC</td><td>Federal Emergency Management Agency</td></tr><tr><td>WS</td><td>National Science Foundation</td></tr><tr><td>XX</td><td>U.S. Postal Service</td></tr><tr><td>ZX</td><td>Department of Health and Human Serv. es</td></tr></table>	<u>Digraph</u>	<u>Agency</u>	AX	Department of Agriculture	BX	Department of Labor	CX	Department of Commerce	FX	Department of Justice	GX	Department of Transportation	KX	Department of Interior	MX	Department of Housing and Urban Development	QX	Department of Treasury	SX	Department of State	TG	General Services Administration	VA	Veterans Administration	VN	National Aeronautics and Space Administration	WA	Department of Energy	WC	Federal Emergency Management Agency	WS	National Science Foundation	XX	U.S. Postal Service	ZX	Department of Health and Human Serv. es
<u>Digraph</u>	<u>Agency</u>																																					
AX	Department of Agriculture																																					
BX	Department of Labor																																					
CX	Department of Commerce																																					
FX	Department of Justice																																					
GX	Department of Transportation																																					
KX	Department of Interior																																					
MX	Department of Housing and Urban Development																																					
QX	Department of Treasury																																					
SX	Department of State																																					
TG	General Services Administration																																					
VA	Veterans Administration																																					
VN	National Aeronautics and Space Administration																																					
WA	Department of Energy																																					
WC	Federal Emergency Management Agency																																					
WS	National Science Foundation																																					
XX	U.S. Postal Service																																					
ZX	Department of Health and Human Serv. es																																					
		e. If one of these codes is entered in field 15A, a zero shall be entered in the high-order position of field 10A1.																																				

e. If one of these codes is entered in field 15A, a zero shall be entered in the high-order position of field 10A1.

Table 2-1

# Detailed WUIS Field Descriptions

Field	Instruction	Edit and Audit										
16 - Performance Method (1 Alpha)	A valid entry in this field is mandatory on the record at all times to identify the method of performance of the work unit. Therefore, a valid code is mandatory on all NEW transactions and a delete code or an invalid code cannot be accepted in modification transactions.	<p>a. The field may not be blank or contain a delete code.</p> <p>b. One of the following codes shall be entered:</p> <table><thead><tr><th>Code</th><th>Definition</th></tr></thead><tbody><tr><td>A</td><td>Work performed funded by a grant</td></tr><tr><td>B</td><td>Work performed funded by a contract</td></tr><tr><td>C</td><td>In-house work performed within the DoD agency</td></tr><tr><td>D</td><td>Work performed by a U.S. Government Agency or Department other than the DoD.</td></tr></tbody></table> <p>c. If field 16 is A or B, field 17A1, 17A2, 17B, 17D2, 17E, and 17F shall not be blank.</p> <p>d. If field 16 is C or D, fields 17A1 through 17F are blank.</p>	Code	Definition	A	Work performed funded by a grant	B	Work performed funded by a contract	C	In-house work performed within the DoD agency	D	Work performed by a U.S. Government Agency or Department other than the DoD.
Code	Definition											
A	Work performed funded by a grant											
B	Work performed funded by a contract											
C	In-house work performed within the DoD agency											
D	Work performed by a U.S. Government Agency or Department other than the DoD.											
17A1 - Contract or Grant Effective Date (4 Numeric)	A valid entry is mandatory in the record at all times if field 16 is A or B (grant or contract). The entry shall consist of a 4-digit date to identify the year and month in which the latest contract or grant funding action reported is effective. In practice this is the beginning date of the duration over which the funds reported in field 17D2 are allocated. A valid date, therefore, is mandatory on all NEW transactions in which field 16 is A or B. The date in the field may not be deleted in modification transactions as long as field 16 remains A or B. On a modification transaction in which field 17E (kind of award) is entered as NEW or EXT (see codes, page 2-25), resubmit field 17A1 to show the latest beginning date for the latest allocation of funds.	<p>a. If field 16 is A or B, entry for field 17A1 shall meet criteria for a 4-digit date:</p> <p>(1) The two left-hand digits are the last two digits of the calendar year.</p> <p>(2) The two right-hand digits represent the month, in the range of 01-12.</p> <p>b. If field 17A1 is blank, field 16 shall be C or D.</p>										

Table 2-1

# Detailed WUIS Field Descriptions

Field	Instruction	Edit and Audit
17A2 - Contract or Grant Expiration Date (4 Numeric)	<p>A valid entry is mandatory at all times in the record if field 16 is A or B (grant or contract). The entry must consist of the 4-digit date to identify the year and month of the expiration of the current funding of the grant or contract. In practice, this is the ending date of the duration over which the funds reported in field 17D2 are allocated. A valid date, therefore, is mandatory on all NEW transactions in which field 16 is A or B, the field may not be deleted in modification transactions as long as field 16 remains or is changed to A or B. On a modification transaction in which field 17E is entered as EXT or CON, resubmit field 17A2 to indicate the latest expiration date for the funds shown in field 17D2.</p>	<p>a. If field 16 is A or B, the entry for field 17A2 shall meet the criteria for a 4-digit date:</p> <p>(1) The left-hand two positions are the last two digits of the calendar year.</p> <p>(2) The right-hand two positions are the month, in the range 01-12.</p> <p>b. If field 17A2 is blank, field 16 shall be C or D.</p>
17B - Contract or Grant Number (24 Alphanumeric)	<p>A valid entry is required in the record at all times if field 16 is A or B (grant or contract). The entry shall consist of the basic contract or grant number by which the work unit is funded. New contract numbers shall follow the format for the basic procurement instrument identification number as described in the DoD FAR Supplement, section 4.7003, (reference (e)). A valid contract or grant number, therefore, is mandatory on all NEW transactions in which field 16 is A or B. The field may not be deleted in modification transactions as long as field 16 remains A or B. On a modification transaction in which field 17E is entered as NEW, field 17B shall be resubmitted to identify the new contract or grant number.</p>	<p>a. If field 16 is A or B, field 17B may not be blank.</p> <p>b. If field 17B is blank, field 16 shall be C or D.</p>

Table 2-1

# Detailed WUIS Field Descriptions

Field	Instruction	Edit and Audit																														
17C - Contract Type (1 Alpha)	<p>a. If field 16 is B (contract), a contract-type code is required in the record. Refer to DoD FAR Supplement, subsection 4.671-5 item C6 (reference (e)). The entry consists of a single-digit code to identify the contract pricing provision that is the basis for payment of the new contract. A valid entry, therefore, is required on NEW transactions if field 16 is B. On modification transactions, the field may not be deleted as long as field 16 is B.</p> <p>b. If field 16 is A (grant), field 17C shall be "G."</p>	<p>a. If field 16 is B, field 17C shall consist of one of the following codes:</p> <table><tr><th>Code</th><th>Explanation</th></tr><tr><td>A</td><td>Fixed Price Redetermination: Type A</td></tr><tr><td>B</td><td>Fixed Price Redetermination: Type B</td></tr><tr><td>J</td><td>Firm Fixed Price</td></tr><tr><td>K</td><td>Fixed Price economic price adjustment</td></tr><tr><td>L</td><td>Fixed Price incentive with performance incentive</td></tr><tr><td>M</td><td>Fixed Price incentive without performance incentive</td></tr><tr><td>R</td><td>Cost Plus Award Fee</td></tr><tr><td>S</td><td>Cost Contract</td></tr><tr><td>T</td><td>Cost Sharing</td></tr><tr><td>U</td><td>Cost Plus Fixed Fee</td></tr><tr><td>V</td><td>Cost Plus incentive fee - with performance incentive</td></tr><tr><td>W</td><td>Cost Plus incentive fee - without performance incentive</td></tr><tr><td>Y</td><td>Time and materials</td></tr><tr><td>Z</td><td>Labor Hour</td></tr></table> <p>b. If field 16 is A, field 17C shall be "G" - Grant.</p> <p>c. If field 17C is blank, field 16 shall be C or D.</p>	Code	Explanation	A	Fixed Price Redetermination: Type A	B	Fixed Price Redetermination: Type B	J	Firm Fixed Price	K	Fixed Price economic price adjustment	L	Fixed Price incentive with performance incentive	M	Fixed Price incentive without performance incentive	R	Cost Plus Award Fee	S	Cost Contract	T	Cost Sharing	U	Cost Plus Fixed Fee	V	Cost Plus incentive fee - with performance incentive	W	Cost Plus incentive fee - without performance incentive	Y	Time and materials	Z	Labor Hour
Code	Explanation																															
A	Fixed Price Redetermination: Type A																															
B	Fixed Price Redetermination: Type B																															
J	Firm Fixed Price																															
K	Fixed Price economic price adjustment																															
L	Fixed Price incentive with performance incentive																															
M	Fixed Price incentive without performance incentive																															
R	Cost Plus Award Fee																															
S	Cost Contract																															
T	Cost Sharing																															
U	Cost Plus Fixed Fee																															
V	Cost Plus incentive fee - with performance incentive																															
W	Cost Plus incentive fee - without performance incentive																															
Y	Time and materials																															
Z	Labor Hour																															

Table 2-1



# Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>
17D1 - Partial Contract or Grant Code (1 Alpha)	If the work unit data and, more specifically, the dollar amount shown in field 17D2 does not represent an entire contract or grant, enter a P in field 17D1. The code P identifies the work unit as a part of a larger contract or grant effort.	Field 17D1 shall be either blank or P.
17D2 - Contract or Grant Dollar Amount (9 Numeric)	<p>a. If field 16 is A or B (grant or contract), a numeric entry for this field is mandatory in the record at all times. Enter the latest amount of the funding of the contract or grant identified in field 17B, rounded to the nearest whole dollar, for the duration shown in fields 17A1 and 17A2. Right-justify the dollar amount in punch cards or card images. Precede the dollar amount with zeros in the unused high-order columns.</p> <p>b. If field 17D1 is a P, enter only that portion of the amount applicable to the particular work unit record.</p> <p>c. If the amount of funding is zero, enter all zeros.</p> <p>d. A numeric entry is mandatory on all NEW transactions in which field 16 is A or B. The field may not be deleted in modification transactions as long as field 16 remains or is changed to A or B.</p> <p>e. On modification transactions in which field 17E is changed to NEW, EXT, or SUP, resubmit field 17D2 to reflect the latest funding amount. When field 17E is SUP, to indicate a change in funding amount without a change in duration, enter the amount of additional funds awarded, not the total amount awarded for the transaction shown in fields 17A1 and 17A2.</p>	<p>a. If field 16 is A or B, field 17D2 may not be blank.</p> <p>b. If field 17D2 is blank, field 16 shall be C or D.</p> <p>c. Flag dollar amount in excess of \$500,000 as a possible error.</p>

Table 2-1

# Detailed WUIS Field Descriptions

Field	Instruction	Edit and Audit										
17E - Kind of Award (3 Alpha)	<p>a. A valid entry is mandatory in the record at all times if field 16 is A or B (grant or contract). The entry is a 3-character code identifying the current kind of award or funding action by which the work unit is funded. A valid entry, therefore, is mandatory on all NEW transactions in which field 16 is A or B. The kind of award need not always be NEW in a NEW transaction since the contract or grant may have been in being already. The field may not be deleted by a modification transaction as long as field 16 remains or is changed to an A or B.</p> <p>b. On a modification transaction, depending upon the kind of award, other specified contract or grant data relating to the award shall be updated:</p> <p>(1) If 17E is NEW, submit also fields 17A1, 17A2, 17B, 17D2, and 17F.</p> <p>(2) If 17E is SUP, submit also fields 17D2 and 17F.</p> <p>(3) If 17E is EXT, submit also fields 17A1, 17A2, 17D2, and 17F.</p> <p>(4) If 17E is CON, submit also field 17A2.</p>	<p>a. If field 16 is A or B, one of the following codes shall be entered in field 17E:</p> <table><tr><th>Code</th><th>Explanation</th></tr><tr><td>NEW</td><td>The initial award for the contract or grant number identified in 17B.</td></tr><tr><td>SUP</td><td>The provision of additional funds without extension of the duration of the contract or grant.</td></tr><tr><td>EXT</td><td>The provision of additional funds with extension of the duration of the contract or grant.</td></tr><tr><td>CON</td><td>The continuance of a contract or grant in time without provision of additional funds.</td></tr></table> <p>b. If field 17E is blank, field 16 shall be C or D.</p>	Code	Explanation	NEW	The initial award for the contract or grant number identified in 17B.	SUP	The provision of additional funds without extension of the duration of the contract or grant.	EXT	The provision of additional funds with extension of the duration of the contract or grant.	CON	The continuance of a contract or grant in time without provision of additional funds.
Code	Explanation											
NEW	The initial award for the contract or grant number identified in 17B.											
SUP	The provision of additional funds without extension of the duration of the contract or grant.											
EXT	The provision of additional funds with extension of the duration of the contract or grant.											
CON	The continuance of a contract or grant in time without provision of additional funds.											
17F - Contract or Grant Cumulative Dollar Total (9 Numeric)	<p>a. If field 16 is A or B (grant or contract), a numeric entry for this field in the record is mandatory at all times to show the cumulative dollar total to date for the contract or grant identified in field 17B. Enter the total rounded to the nearest whole dollar. Right-justify the dollar amount in punch cards or card images. Precede the dollar amount with zeros in the unused high-order columns.</p>	<p>a. If field 16 is A or B, field 17F may not be blank.</p> <p>b. If field 17F is blank, field 16 shall be C or D.</p>										

Table 2-1

# Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>
17F - Contract or Grant Cumulative Dollar Total - continued	<p>b. If field 17D1 is a P, enter only the portion of the total amount applicable to the particular work unit.</p> <p>c. A numeric entry, therefore, is mandatory on all NEW transactions in which field 16 is A or B. The field may not be deleted in modification transactions as long as field 16 remains or is changed to A or B.</p>	
18 - Fiscal Year Resource		
18A Estimates	<p>a. This is a set of three data elements used to describe expenditures of professional work-year and funds resources in support of the work unit during a specified fiscal year. Regardless of transaction type, if any entry is made in one field, a valid entry is required in each of the three fields.</p> <p>b. Only three sets of summary data are provided for on the DD Form 1498 and may be entered in an input transaction. Resources data are maintained in the WUIS for 5 successive fiscal years. On October 1 of each year, the identity of the current, budget and the 3 preceding fiscal years is changed and the location of the work-years and funds estimates is changed accordingly. Regardless of the name of fields in which the resource data are entered, the input program will assign the data to the proper location in the file based solely on the 2-digit fiscal year designation.</p> <p>c. A valid entry is required on all NEW transactions.</p>	
18B		

Table 2-1

# Detailed WUIS Field Descriptions

Field	Instruction				Edit and Audit
18 - Fiscal Year Resource	Example:				
18A Estimates - continued	Summary	Fiscal Years			
18B	Date	FY	FY-1	FY-2	FY-3
	Oct 83	84	83	82	81
181 - Fiscal Year	Enter the last two digits of the current fiscal				a. If FY is blank, fields 18A and 18B shall
182 (2 Numeric)	year for which resource estimates are being				be blank.
183	reported. Indicated FY's may include the Budget				b. If FY is not blank, fields 18A and 18B may
	Year (FY+1) through FY-3.				not be blank.
181A - Fiscal Year Professional	Enter professional work-years expended or to be				a. Flag entries in excess of five work-years
182A Work-Years	expended on the work unit. If fiscal year data are				as a possible error.
183A (6 Numeric)	not applicable, leave blank. Enter work-year				b. The entry shall be numeric.
	estimates to the nearest tenth of a work-year.				
	(An entry of 10 is interpreted as 1.0 work-year.)				
	If the level of effort is zero, enter all zeros.				
	Right-justify the work-year amount in punch cards				
	or card images. Precede the amount with zeros in				
	the unused high-order columns.				
181B - Fiscal Year Funds	Enter fiscal year funds expended on the work unit.				a. The entry shall be numeric.
182B (6 Numeric)	If fiscal year data are not applicable, leave blank.				b. If field 18B is blank, fields 18 and 18A
183B	Enter funds to the nearest thousand dollars. (An				shall be blank.
	entry of 10 is interpreted as \$10,000.) If the				c. If field 18B is not blank, the FY identified
	level of funding is zero, enter all zeros. Right-				may not be blank.
	justify the funds amount in punch cards or card				
	images. Precede the funds amount with zeros in				
	the unused high-order columns.				

Table 2-1

# Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>
19A - Responsible DoD Organization Name (122 Alphanumeric)	A valid entry for this field in the record is mandatory at all times. Enter the full name of the responsible DoD organization, not just an acronym or abbreviation. The name and office symbol of the organizational subdivision directly responsible for the work unit shall be included. A valid entry is mandatory on all NEW transactions. The field may not be deleted by a modification transaction.	The field may not be blank on a NEW transaction or contain a delete code in a modification transaction.
19B - Responsible DoD Organization Address (61 Alphanumeric)	A valid entry for this field in the record is mandatory at all times. Enter the city (base, post, or station) and state address, including zip code, of the responsible DoD organization. A valid entry is mandatory on NEW transactions. The field may not be deleted by a modification transaction.	The field may not be blank on a NEW transaction or contain a delete code on a modification transaction.
19C - Responsible Individual's Name (24 Alpha)	A valid entry for this field is mandatory in the record at all times. Therefore, it is mandatory on NEW transactions and may not be deleted by a modification transaction. Enter the name of the person responsible for the work units as: last name first, followed by a comma, and then the first and middle initials separated by spaces. Do not enter title or rank.	The field may not be blank on a NEW transaction or contain a delete code on a modification transaction.

Example: Admiral J. F. Walsh  
Correct Entry - WALSH, J F

Table 2-1

# Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>
19D - Responsible Individual's Telephone Number (22 Alphanumeric)	An entry for this field is mandatory in the record at all times. Therefore, it is mandatory in NEW transactions and may not be deleted on a modification transaction. Enter the responsible individual's commercial telephone number as a 3-digit area code, a 3-character exchange and the 4-digit number separated by dashes. This may be followed by an extension number.	The field may not be blank in a NEW transaction or contain a delete code in a modification transaction.
19E - Responsible Individual's Title	Example: 202-123-4567, X66992 (See Appendix C)	
19T - Responsible Organization Source (6 Numeric)	Assign a 6-digit numeric code from the DTIC Source Header List (AD-A115 000 and AD-A115 001). To have a code established for any source not found in the list, contact DTIC-TID (AV 284-6304).	
20A - Performing Organization Name (122 Alphanumeric)	An entry for this field is mandatory in the record at all times. Therefore, it is mandatory on NEW transactions and may not be deleted on a modification transaction. Enter the full name of the performing organization and not just an acronym. The name and, when appropriate, the organizational symbol of the subdivision directly involved should be included.	The field may not be blank in a NEW transaction or contain a delete code in a modification transaction.
20B - Performing Organization Address (122 Alphanumeric)	An entry for this field is mandatory in the record at all times. Therefore, it is mandatory on all NEW transactions and may never be deleted on modification transactions. Enter the full mailing address of the performing organization, including the street address if known. The zip code is required for domestic addresses.	The field may not be blank in a NEW transaction or contain a delete code in a modification transaction.

Table 2-1

# Detailed WUIS Field Descriptions

Field	Instruction	Edit and Audit
20C - Principal Investigator Name (24 Alpha)	The name of the principal investigator must be entered on all records. Format the name as in field 19C: last name first, followed by a comma, and then the first and middle initials separated by spaces. Do not enter title or rank.	Check for a blank in field 20C on a NEW transaction.
20D - Principal Investigator's Telephone Number (22 Alphanumeric)	Enter the commercial telephone number of the principal investigator as: a 3-digit area code, a 3-character exchange and the 4-digit number separated by dashes. This may be followed by an extension number.	
20F - Associate Investigator (28 Alpha Each)	Example: 202-123-4567, X44  These are two optional data fields used to identify when applicable, the names of up to two associate investigators involved in the performance of the work unit. If the name of only one associate investigator is applicable, enter it in field 20F. If previously submitted names are no longer applicable, use the delete code.	
20H - Principal Investigator's Title	(See Appendix C)	
20T - Performing Organization Source Code (6 Numeric)	Assign a 6-digit numeric code from the DTIC Source Header list (AD-A115 000 and AD-A115 001). To have a code established for any source not found in the list contact DTIC-TID (AV 284-6804).	
21A-D - Studies and Analyses	(See Appendix D)	One of the following codes must be entered:
21E - Military and Civilian Application (1 Alpha)	a. An entry in this field indicates whether the WU consist: of results in technology identified as applicable or inapplicable to solving technological problem: of the civilian sector.  b. One of the three categories shall be noted as follows:	Code H Potential for civilian application is high L Potential for civilian application is limited M No potential for civilian application

Table 2-1

Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>
21E - Military and Civilian Application - continued	<p>1. H - High potential for civilian application</p> <p>Use this designation if you believe one or more of the following are true of any technology developed in the project:</p> <p>(a) The technology will provide significant new capability in an important area of the civilian (public or private) sector or a new capability to meet a broad range of civilian needs.</p> <p>(b) The technology will allow the production of current products or provisions of services at a greatly reduced cost.</p> <p>(c) The technology can be brought to the commercial market or applied to meet a civilian need with little further adaptation.</p> <p>2. L - Limited potential for civilian application</p> <p>Use this designation for all work units that have technology that fits neither category H or M.</p> <p>3. M - Military application only</p> <p>Use this designation if you can foresee no potential civilian application for any research results or technical development made in the work unit.</p>	

Table 2-1



# Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>
22 - Keywords <sup>1, 2</sup> (Variable Length)	<p>a. This is a field for recording a maximum of twenty keywords. Each keyword is entered on a separate input card or card image. Each keyword may not exceed 50 characters including security code and spaces.</p> <p>b. At least one keyword is required on all NEW transactions.</p> <p>c. Each keyword is preceded by its security code (either U, C, or S). On the input card or card image leave no space between the security code and the first character of the keyword.</p> <p><u>Example:</u>      <u>UBIOLOGY</u>  <div style="display: inline-block; vertical-align: middle; text-align: center;"> <div style="border-left: 1px solid black; border-right: 1px solid black; height: 10px; width: 10px; margin: 0 auto;"></div> <div style="display: flex; justify-content: space-between; width: 100px;"> <span>Classification</span> <span>Keyword</span> </div> </div> </p>	<p>a. The first character of each keyword in input card field shall be U, C, or S for entry in the WUIS by DTIC.</p> <p>b. A cross-field check is performed between field 5, summary security, and the security classification of each keyword to ensure that the classification of any keyword is equal to or less than that of the record.</p> <p>c. On a NEW transaction, check to see that field 22 is not blank.</p>
23 - Technical Objective (2700 Alphanumeric)	<p>a. These are three variable length fields or paragraphs in which are entered narrative descriptions of the work unit and its progress. The length of any one of the paragraphs may vary but the total of the three may not exceed 5000 characters, including spaces.</p>	
24 - Approach (2700 Alphanumeric)		

<sup>1</sup>DO NOT USE study keywords SA-PPP, SA-PPB, and SA-PPI unless the work unit is a study as defined by DoD Directive 5010.22 (reference (f)).  
<sup>2</sup>See Appendix D.

<sup>3</sup>Contracts awarded through the Small Business Innovation Research (SBIR) Program shall be identified by the keyword, SBIR Program, and an additional keyword designating the appropriate fiscal year and phase, for example, FY84 Phase 1.

Table 2-1

# Detailed WUIS Field Descriptions

Field	Instruction	Edit and Audit
25 - Progress (2700 Alphanumeric)	b. Special symbols, Greek letters, superscripts, subscripts and the like will not be accepted as input; therefore, such information or notations shall be expressed verbally (see table 2-3).	
23 - Technical Objective (Technical Abstract)	a. A narrative entry is mandatory on all NEW transactions to describe the work in terms of its technical objective and anticipated results, applications or goals. When necessary, the technical objective and approach (see field 24) may be combined in field 23 as a technical abstract. This is especially appropriate to scientific research when the approach is an integral part of the objective.  b. The first character in the field, immediately preceding the first character of text, is the code (either U, C, or S) for the security classification of the paragraph.  c. Field 23 may not be deleted. Any change or addition to the paragraph can be accomplished only by a total resubmission of the paragraph on a modification transaction.	a. Regardless of transaction type:  (1) The first character of the field shall be either S, C, or U.  (2) The paragraph security code is compared to that reported for field 5 (summary security) to ensure that the classification of the paragraph is less than or equal to the classification of the record.  b. Field 23 may not be blank on a NEW transaction or deleted by a modification transaction.
24 - Approach	a. This is a specific paragraph for a narrative outline of the approach or plan for conducting the work, anticipated tests or equipment to be employed or technical problem anticipated.  b. If the approach has been combined with the technical objective in field 23 as a technical abstract, field 24 may be blank (not submitted) on a NEW transaction.	a. Regardless of transaction type:  (1) The first character of the field shall be either S, C, or U, unless the entire field is blank.  (2) The paragraph security code is compared to that reported for field 5 (summary security) to ensure that the classification of the paragraph is less than or equal to the classification of the record.  b. Field 24 may be blank when the approach is an integral part of field 23.

Table 2-1

Detailed WUIS Field Descriptions

<u>Field</u>	<u>Instruction</u>	<u>Edit and Audit</u>
24 - Approach - continued	<p>c. The first character in the field, immediately preceding the first character of text, is the code (either U, C or S) for the security classification of the paragraph.</p>	
25 - Progress	<p>a. An entry for this field is mandatory in the record at all times. Except as noted below, the entry shall contain the dates of the reporting interval covered and a narrative statement of the progress achieved during the period toward the goals outlined previously in fields 23 and 24. Significant reports generated within the reporting period should be identified by number, title, date, and, if known, the DTIC accession number.</p> <p>b. The first character in the field, immediately preceding the first character of text, is the code (either U, C or S) for the security classification of the paragraph.</p> <p>c. An entry of "UNONE" is required on a NEW transaction if there is no reportable progress. The field may not be deleted by a modification transaction.</p> <p>d. Changes or additions to progress statements can be accomplished only by a total resubmission of the paragraph on a modification transaction.</p> <p>e. A valid progress report (other than NONE) shall have been received before a COMPLETION transaction.</p> <p>f. An initial TERMINATION transaction shall contain a progress entry containing a statement of the reason for termination.</p>	<p>a. Regardless of transaction type:</p> <p>(1) The first character of the field shall be either S, C, or U.</p> <p>(2) The paragraph security code is compared to that reported for field 5 (summary security) to ensure that the classification of the paragraph is less than or equal to the classification of the record.</p> <p>b. Check for valid entry in field 25 on a NEW transaction.</p>

Table 2-1

## E. SUMMARY DESCRIPTION OF DATA FIELDS

The following list summarizes the characteristics of the individual data fields. (Additional data fields are described in Appendices A, B, C, and D.) This summary shows the fields that generally shall be included in each type of transaction. Some entries are indicated to be necessary depending on the content of other fields; for example, field 7 (regrading) contains a valid code on a NEW transaction if field 5 (summary security) contains C or S.

### SUMMARY DESCRIPTION OF RESEARCH AND TECHNOLOGY WUIS INPUT DATA FIELDS

<u>FIELD NUMBER</u>	<u>FIELD NAME</u>	<u>LENGTH AND CHARACTER TYPE</u>	<u>CARD TYPE</u>	<u>CARD COLUMN</u>
1	Agency Accession Number	8A/N	AØ1	2-9
2	Date of Summary	6N	AØ1	10-15
3	Date of Previous Summary	6N	AØ1	20-25
4	Kind of Summary (Transaction Type)	1A	AØ1	16
5	Summary Security	1A	AØ1	26
6	Work Security	1A	AØ1	27
7	Regrading Code	1A	AØ1	28
7A	Classification Authority	60A/N	AØ4	20-79
7B1	Date of Declassification	6N	AØ5	20-25
7B2	Declassification Event	54A/N	AØ5	26-79
7C1	Date of Downgrading	6N	AØ6	20-25
7C2	Downgrading Event	54A/N	AØ6	26-79
7D	Classification Duration	4A	AØ7	20-23
8A1	Distribution Instruction	2A	AØ1	29-30
8A2	Additional Security Restriction	2A	AØ1	31-32
9	Level of Summary	1A	AØ1	34
10A1	Primary Program Element Number	8A/N	AØ1	35-42
10A2	Primary Project Number	12A/N	AØ1	43-54
10A3	Primary Task Area Number	10A/N	AØ1	55-64

SUMMARY DESCRIPTION OF RESEARCH AND TECHNOLOGY WUIS INPUT DATA FIELDS  
(continued)

<u>FIELD NUMBER</u>	<u>FIELD NAME</u>	<u>LENGTH AND CHARACTER TYPE</u>	<u>CARD TYPE</u>	<u>CARD COLUMN</u>
10A4	Work Unit Number	16A/N	A01	65-80
10B1	First Contributing Program Element	8A/N	B01	20-27
10B2	First Contributing Project Number	12A/N	B01	28-39
10B3	First Contributing Task Number	10A/N	B01	40-49
10C1	Second Contributing Program Element	8A/N	B01	50-57
10C2	Second Contributing Project Number	12A/N	B01	58-69
10C3	Second Contributing Task Number	10A/N	B01	70-79
11	Title	244A/N	C01 to C04	20-80
12A	First Scientific and Technological Fields and Groups Code	6A/N	D01	20-25
12B	Second Scientific and Technological Fields and Groups Code	6A/N	D01	26-31
12C	Third Scientific and Technological Fields and Groups Code	6A/N	D01	32-37
13	Work Unit Start Date	4N	D01	38-41
14	Estimated Completion Date	4N	D01	42-45
15A	Primary Funding Organization	2A	D01	46-47
15B	Other Funding Organization	2A	D01	48-49
15C	Other Funding Organization	2A	D01	50-51
16	Performance Method	1A	D01	52
17A1	Contract or Grant Effective Date	4N	E01	20-23
17A2	Contract or Grant Expiration Date	4N	E01	24-27
17B	Contract or Grant Number	24A/N	E01	28-51
17C	Contract Type	1A	E01	52

SUMMARY DESCRIPTION OF RESEARCH AND TECHNOLOGY WUIS INPUT DATA FIELDS  
(continued)

<u>FIELD NUMBER</u>	<u>FIELD NAME</u>	<u>LENGTH AND CHARACTER TYPE</u>	<u>CARD TYPE</u>	<u>CARD COLUMN</u>
17D1	Partial Contract or Grant Code	1A	EØ1	53
17D2	Contract or Grant Dollar Amount	9N	EØ1	54-62
17E	Kind of Award	3A	EØ1	63-65
17F	Contract or Grant Cumulative Dollar Total	9N	EØ1	66-74
181	Fiscal Year	2N	FØ1	20-21
182	Fiscal Year	2N	FØ1	34-35
183	Fiscal Year	2N	FØ1	48-49
181A	Fiscal Year Professional Work-Years	6N	FØ1	22-27
182A	Fiscal Year Professional Work-Years	6N	FØ1	36-41
183A	Fiscal Year Professional Work-Years	6N	FØ1	50-55
181B	Fiscal Year Funds	6N	FØ1	28-33
182B	Fiscal Year Funds	6N	FØ1	42-47
183B	Fiscal Year Funds	6N	FØ1	56-61
19A	Responsible DoD Organization Name	122A/N	GØ1 to GØ2	20-80
19B	Responsible DoD Organization Address	61A/N	HØ1	20-80
19C	Responsible Individual's Name	24A	JØ1	20-43
19D	Responsible Individual's Telephone Number	22A/N	JØ1	48-69
19T	Responsible DoD Organization Source Code	6N	GØ3	20-25
20A	Performing Organization Name	122A/N	KØ1 to KØ2	20-80

SUMMARY DESCRIPTION OF RESEARCH AND TECHNOLOGY WUIS INPUT DATA FIELDS  
(continued)

<u>FIELD NUMBER</u>	<u>FIELD NAME</u>	<u>LENGTH AND CHARACTER TYPE</u>	<u>CARD TYPE</u>	<u>CARD COLUMN</u>
20B	Performing Organization Address	122A/N	L01 to L02	20-80
20C	Principal Investigator's Name	24A	M01	20-43
20D	Principal Investigator's Telephone Number	22A/N	M01	48-69
20F	First Associate Investigator	28A	N01	20-47
20G	Second Associate Investigator	28A	N01	48-75
20T	Performing Organization Source Code	6N	K03	20-25
21E	Military and Civilian Application	1A	D01	62
22	Keywords	50A/N	P01 to P20	20-69
23	Technical Objective	Variable, A/N	Q01 to Q45	20-80
24	Approach	Variable, A/N	R01 to R45	20-80
25	Progress	Variable, A/N	S01 to S45	20-80

# SCIENTIFIC AND TECHNOLOGICAL FIELDS AND GROUPS

(Item 12, Research and Technology WU Summary)

## 01 AERONAUTICS

- 01 01 Aerodynamics
- 01 02 Aeronautics
- 01 03 Aircraft
- 01 04 Aircraft flight instrumentation
- 01 05 Air facilities

## 02 AGRICULTURE

- 02 01 Agricultural chemistry
- 02 02 Agricultural economics
- 02 03 Agricultural engineering
- 02 04 Agronomy and horticulture
- 02 05 Animal husbandry
- 02 06 Forestry

## 03 ASTRONOMY AND ASTROPHYSICS

- 03 01 Astronomy
- 03 02 Astrophysics
- 03 03 Celestial mechanics

## 04 ATMOSPHERIC SCIENCES

- 04 01 Atmospheric physics
- 04 02 Meteorology

## 05 BEHAVIORAL AND SOCIAL SCIENCES

- 05 01 Administration and management
- 05 02 Documentation and information technology
- 05 03 Economics
- 05 04 History, law, and political science
- 05 05 Human factors engineering
- 05 06 Humanities

## 05 BEHAVIORAL AND SOCIAL SCIENCES - cont.

- 05 07 Linguistics
- 05 08 Man-machine relations
- 05 09 Personnel selection, training, and evaluation
- 05 10 Psychology (individual and group behavior)
- 05 11 Sociology

## 06 BIOLOGICAL AND MEDICAL SCIENCES

- 06 01 Biochemistry
- 06 02 Bioengineering
- 06 03 Biology
- 06 04 Bionics
- 06 05 Clinical medicine
- 06 06 Environmental biology
- 06 07 Escape, rescue, and survival
- 06 08 Food
- 06 09 Hygiene and sanitation
- 06 10 Industrial (occupational) medicine
- 06 11 Life support
- 06 12 Medical and hospital equipment
- 06 13 Microbiology
- 06 14 Personnel selection and maintenance (medical)
- 06 15 Pharmacology
- 06 16 Physiology
- 06 17 Protective equipment
- 06 18 Radiobiology
- 06 19 Stress physiology
- 06 20 Toxicology
- 06 21 Weapons effects

## 07 CHEMISTRY

- 07 01 Chemical engineering
- 07 02 Inorganic chemistry
- 07 03 Organic chemistry
- 07 04 Physical chemistry
- 07 05 Radio and radiation chemistry

Table 2-2



# SCIENTIFIC AND TECHNOLOGICAL FIELDS AND GROUPS

(Item 12, Research and Technology WU Summary)

08 EARTH SCIENCES AND OCEANOGRAPHY		11 MATERIALS - continued	
08 01	Biological oceanography	11 06	Metallurgy and metallography
08 02	Cartography	11 07	Miscellaneous materials
08 03	Dynamic oceanography	11 08	Oils, lubricants, and hydraulic fluids
08 04	Geochemistry	11 09	Plastics
08 05	Geodesy	11 10	Rubber
08 06	Geography	11 11	Solvents, cleaners, and abrasives
08 07	Geology and mineralogy	11 12	Wood and paper products
08 08	Hydrology and limnology	12 MATHEMATICAL SCIENCES	
08 09	Mining engineering	12 01	Mathematics and statistics
08 10	Physical oceanography	12 02	Operations research
08 11	Seismology	13 MECHANICAL, INDUSTRIAL, CIVIL, AND MARINE ENGINEERING	
08 12	Snow, ice, and permafrost		
08 13	Soil mechanics		
08 14	Terrestrial magnetism		
09 ELECTRONICS AND ELECTRICAL ENGINEERING			
09 01	Components	13 01	Air conditioning, heating, lighting, and ventilating
09 02	Computers	13 02	Civil engineering
09 03	Electronic and electrical engineering	13 03	Construction equipment, materials and supplies
09 04	Information theory	13 04	Containers and packaging
09 05	Subsystems	13 05	Couplings, fittings, fastene and joints
09 06	Telemetry	13 06	Ground transportation equipment
10 ENERGY CONVERSION (NONPROPULSIVE)		13 07	Hydraulic and pneumatic equipment
10 01	Conversion techniques	13 08	Industrial processes
10 02	Power sources	13 09	Machinery and tools
10 03	Energy storage	13 10	Marine engineering
11 MATERIALS		13 11	Pumps, filters, pipes, fittings, tubing, and valves
11 01	Adhesives and seals	13 12	Safety engineering
11 02	Ceramics, refractories, and glasses	13 13	Structural engineering
11 03	Coatings, colorants, and finishes	13 10.1	Submarine engineering
11 04	Composite materials		
11 05	Fibers and textiles		

Table 2-2 (Continued)

## SCIENTIFIC AND TECHNOLOGICAL FIELDS AND GROUPS

(Item 12, Research and Technology WU Summary)

14 METHODS AND EQUIPMENT		17 NAVIGATION, COMMUNICATIONS, DETECTION, AND COUNTERMEASURES - continued	
14 01	Cost effectiveness		
14 02	Laboratories, test facilities, and test equipment	17 08	Optical detection
14 03	Recording devices	17 09	Radar detection
14 04	Reliability	17 02.1	Radio communications
14 05	Reprography	17 10	Seismic detection
		17 07	Surface and subsurface navigation
15 MILITARY SCIENCES		18 NUCLEAR SCIENCE AND TECHNOLOGY	
15 03.1	Antimissile defense	18 01	Fusion device (thermonuclear)
15 01	Antisubmarine warfare	18 02	Isotopes
15 02	Chemical, biological, and radiological warfare	18 03	Nuclear explosions
15 03	Defense	18 04	Nuclear instrumentation
15 04	Intelligence	18 05	Nuclear power plants
15 05	Logistics	18 06	Radiation shielding and protection
15 06	Nuclear warfare	18 07	Radioactive wastes and fission products
15 07	Operations, strategy, and tactics	18 08	Radioactivity
		18 09	Reactor engineering and operation
16 MISSILE TECHNOLOGY		18 10	Reactor materials
16 04.1	Air and space launched missiles	18 11	Reactor physics
16 01	Missile launching and ground support	18 12	Reactors (power)
16 02	Missile trajectories	18 13	Reactors (nonpower)
16 03	Missile warheads and fuzes	18 14	Systems for Nuclear Auxiliary Power (SNAP) technology
16 04	Missiles		
16 04.2	Surface launched missiles		
16 04.3	Underwater launched missiles		
17 NAVIGATION, COMMUNICATIONS, DETECTION, AND COUNTERMEASURES		19 ORDNANCE	
17 01	Acoustic detection	19 01	Ammunition, explosives, and pyrotechnics
17 02	Communications	19 02	Bombs
17 03	Direction finding	19 03	Combat vehicles
17 04	Electromagnetic and acoustic countermeasures	19 04	Explosions, ballistics, and armor
17 05	Infrared and ultraviolet detection	19 05	Fire control and bombing systems
17 06	Magnetic detection	19 06	Guns
		19 07	Rockets
		19 08	Underwater ordnance

Table 2-2 (Continued)

# SCIENTIFIC AND TECHNOLOGICAL FIELDS AND GROUPS

(Item 12, Research and Technology WU Summary)

20 PHYSICS		CONTROL, GUIDANCE, AND NAVIGATION - AEROSPACE VEHICLES, MISSILES, AIRCRAFT	
20 01	Acoustics		
20 02	Crystallography		
20 03	Electricity and magnetism	17 07	Active electromagnetic
20 04	Fluid mechanics		radiators, sensors, and equipment
20 06	Optics	17 07	Control analysis theory
20 07	Particle accelerators	17 07	Control design methodology, techniques and procedures, simulation and systems
20 08	Particle physics		
20 09	Plasma physics		
20 10	Quantum theory	17 07	Control devices and equipment
20 11	Solid mechanics	17 07	Control, guidance, and navigation (computers and related programming)
20 12	Solid state physics		
20 13	Thermodynamics		
20 14	Wave propagation	17 07	Display devices and equipment
21 PROPULSION AND FUELS		17 07	Guidance and navigation analysis and theory
21 01	Air breathing engines	17 07	Guidance and navigation design methodology, techniques and procedures, and systems
21 02	Combustion and ignition		
21 03	Electric propulsion	05 08	Human operator control characteristics and performance
21 04	Fuels		
21 05	Jet and gas turbine engines		
21 08.1	Liquid rocket motors	17 07	Inertial sensors and measurement units
21 09.1	Liquid rocket propellants		
21 06	Nuclear propulsion	17 07	Passive sensors, trackers, and references
21 07	Reciprocating engines		
21 08	Rocket motors and engines		
21 09	Rocket propellants		
21 08.2	Solid rocket motors		
21 09.2	Solid rocket propellants		
22 SPACE TECHNOLOGY			
22 01	Astronautics		
22 02	Spacecraft		
22 04	Spacecraft launch vehicles and ground support		
22 03	Spacecraft trajectories and reentry		

Table 2-2 (Continued)

## VERBALIZING FOR MACHINABILITY

The following symbols may be used in abstracts, annotations and titles:

., : ; ' / \* \$ % ( ) - + = < > & ?

The following symbols may be used in indexing terms:

./ () -

### ACCENTS/DIACRITICAL MARKS

Omit except in the following cases:

$\ddot{a}$ is replaced by ae $\ddot{o}$ is replaced by oe $\ddot{u}$ is replaced by ue $\phi$ is replaced by oe	} Germanic languages
--	----------------------

### ANGSTROM UNITS ( $\text{\AA}$ )

Use A

### CHEMICALS

$\text{H}_2\text{SO}_4$  use  $\text{H2SO4}$   
 $\rightarrow$  use yields

See also PRIMES, SUBSCRIPTS, SUPERSCRIPTS

### CUBIC

$\text{cm}^3$	use cu cm or cc
$\text{ft}^3$	use cu ft
$\text{m}^3$	use cu m

$\frac{1}{x^3}$ or $x^{-3}$	} use 1/(x cubed)
-----------------------------------	-------------------

See also EXPONENTS

### DEGREES

Angles:  $60^\circ 30' 15''$  use 60 deg 30 min 15 sec  
 Latitude/Longitude: Add N, S, E, or W at end of expression.  
 $60^\circ 30' 15''$  N use 60 deg 30 min 15 sec N  
 Temperature:  $60^\circ$  C use 60 C  
 $60^\circ$  F use 60 F  
 $60^\circ$  K use 60 K

### DIACRITICAL MARKS

See ACCENTS/DIACRITICAL MARKS

### EXPONENTS

$x^{(n-1)}$  use x to the (n-1) power  
 $\text{ft sec}^{-1}$  use ft/sec  
 When the exponent is less than 7 and has the base 10, write out the number, for example,  
 $10^2$  use 100  
 $10^{-4}$  use 0.0001  
 $2.75 \times 10^{-3}$  use 0.00275  
 When the base is 10 and the exponent is 7 or more, write out, for example,  
 $10^7$  use 10 to the 7th power  
 $10^{-9}$  use 10 to the minus 9th power

See also CUBIC, SQUARE, SUPERSCRIPTS

### FRACTIONS

Use the slash (virgule) for the fraction bar, for example,

$x = \frac{a-b}{c}$  use  $x = (a-b)/c$

$x = a - \frac{b}{c}$  use  $x = a - (b/c)$

### GREATER THAN OR EQUAL TO ( $\geq$ )

Use > or =

### GREEK LETTERS

Use their names, for example,

$\alpha$  use alpha

$\beta$  use beta

$\mu$  use mu, micro, or micron as applicable

$\pi$  use pi

See also SPECIAL SYMBOLS

### ITALICS

Do not use; see also UNDERSCORING

### LESS THAN OR EQUAL TO ( $\leq$ )

Use < or =

### LOGARITHMS

$\log_{10}$  use log

$\log_e$  use ln (alpha "l" not digit "1")

### MICRO- or MICROMICRO-

$\mu$  l use microliters

$\mu$  s use microsecs

$\mu$  v use microvolts

$\mu$  f use micromicrofarads or picofarads

### MICRONS

$\mu$  use micron when applicable

m  $\mu$  use millimicron

$\mu$  m use micrometer or micron

$\mu$   $\mu$  use micromicron or picometer

### PLUS OR MINUS ( $\pm$ )

Use + or -

### PRIMES ( ' )

Use repeating apostrophe

2,2',2'' -terpyridyl use 2,2',2'' -terpyridyl

a''' (a triple prime) use a'''

## QUOTATION MARKS ( " )

Use the apostrophe or single quote only, for example the term 'overkill'

When quotation marks are used conventionally as a symbol, abbreviate, for example,

12" use 12 in.

5"/54 cal guns use 5-in./54-cal guns

45" use 45 sec

See also DEGREES, PRIMES

## SPECIAL SYMBOLS

$\approx$  } use approx. =

$\rightarrow$  } use yields (chemistry)

$\rightarrow$  } use approaches limit of (mathematics)

$\bar{K}$  use K

# use number

$\infty$  use infinity

$\lambda$  { use wavelength (electronics and physics)  
use lambda (all other)

$\Omega$  { use ohms (electricity and electronics)  
use omega (all other)

$\phi$  { use phase (electricity and electronics)  
use phi (all other)

Similarly, spell out or show by acceptable alphanumeric characters, such as increment, varies as, therefore, differential of, variation of, integral, sum, benzene ring, thunderstorm, male, female, and fixed star.

## SQUARE

cm<sup>2</sup> use sq cm

ft<sup>2</sup> use sq ft

m<sup>2</sup> use sq m

$\frac{1}{x^2}$  }  
 $x^{-2}$  } use 1/(x squared)

See also EXPONENTS

## SQUARE ROOT

$\sqrt{a-b}$  }  
 $(a-b)^{1/2}$  } use square root of (a-b)

## SUBSCRIPTS

P<sub>H</sub> use P sub H

V<sub>2</sub> use V sub 2

B<sub>5</sub> use B (omit the 5, which is the atomic number of boron)

C<sub>14</sub> use C14 if it is the isotope of carbon

See also CHEMICALS, SUPERSCRIPTS

## SUPERSCRIPTS

<sup>14</sup>C use C14

H<sup>+</sup> use H(+)

SO<sub>4</sub><sup>-</sup> use SO4(-)

V<sup>5+</sup> use V (5+)

U<sup>234</sup> use U234

B<sup>10</sup> use B10

O<sup>18</sup> (p,n) N<sup>15</sup> use O18 (p,n)N15

d<sub>23</sub><sup>25</sup> use density at 23 deg F referred to water at 25 deg F

n<sub>D</sub><sup>20</sup> use index of refraction for 20 deg F and sodium light

See also CUBIC, EXPONENTS, SQUARE

UMLAUT see ACCENT

## UNDERSCORING

Do not use underscoring.

Escherichia coli use Escherichia coli

quasar use quasar

## CHAPTER 3

## MACHINE FORMATS FOR INPUT DATA

A. FIXED-FIELD PUNCH CARD INSTRUCTIONS1. General Information

- a. Data may be submitted for input to the R&TWUDB by means of fixed-field punched cards (see table 3-1, Fixed-Field Card Formats).
- b. Columns 2 through 9 (agency accession), 10 through 15 (date of summary), and 16 (transaction type) are control fields common to all input cards for the same transaction and are mandatory in all cards regardless of the type of transaction.
- c. Each card shall be identified by an alphabetic card type code in column 17 and a 2-digit sequence number in columns 18 and 19.
- d. An A01 card complete at least through column 19 is mandatory in any input transaction.
- e. The data pertinent to each card type and sequence number are entered in columns 20 through 80.

2. Justification of Fields

- a. All data fields are to be punched left-justified except dollar and work-year fields when the length of a valid entry may be less than the fixed-field length.
- b. The following dollar and work-year fields shall be punched right-justified with preceding zeros in the unused high-order columns:

<u>Field Number</u>	<u>Field Name</u>	<u>Card Type</u>
17D2	Contract or Grant Amount	E
17F	Contract or Grant Cumulative Dollar Total	E
18A	Fiscal Year Professional Work-Years	F
18B	Fiscal Year Funds	F

3. Entries for Narrative-Type Fields

- a. The following fields shall have the security code (U, C, or S) punched in column 20 in the first card of the series. Punch the first character of the text in column 21 of the first card of the series. Punch continuously through column 80. Start the text of each trailer card in column 20 unless it coincides with a normal space, then begin the next word in column 21.

<u>Field Number</u>	<u>Field Name</u>	<u>Cards</u>
11	Title	C01 - C04
23	Objective	Q01 - Q45
24	Approach	R01 - R45
25	Progress	S01 - S45

- b. The narrative portion of the work unit comprises four data elements: title (field 11), objective (field 23), approach (field 24), and

progress (field 25). The objective and approach may be combined in field 23 as an abstract. These fields should provide a technical description of the work, its purpose and progress. The narratives shall be sufficient to identify the work unit and its progress, but shall be brief.

c. Punch each keyword (field 22) in columns 21 through 69 of separate cards, P01 to P20. Punch the security code in column 20 of each card.

d. The maximum entry of the title (field 11) is 244 characters and spaces. Security code (U) is entered in column 20.

#### 4. New Transactions (Card Column 16 = A)

In general, on a NEW transaction all the data fields required for a complete description of a work unit shall be entered and punched.

#### 5. Modification Transactions to Work Unit Records (Card Column 16 = D, H, K, or R)

a. An A01 card punched card columns 2 through 19 is mandatory.

b. Only those data fields to be added, changed, or deleted by a D, H, K, or R transaction shall be punched. Other fields that are not required shall be left blank (unpunched).

c. A delete code plus (+) sign is provided for use by the contributor on modification transactions to delete certain previously reported data from individual data fields within a record. This is accomplished by entering a plus (+) sign in the high-order position of the specific data field in the card or card image. Deletions may occur on the same transaction with modifications that add or replace other data. Exercise care in the use of the delete code because for many data elements a blank on the record is an invalid condition; therefore, an attempt to delete such data may cause the transaction to be rejected. The following is a list of those fields that may be deleted.

<u>Field Number</u>	<u>Field Name</u>
7	Regrading
8A2	Additional Security Restriction
10B1 through 10C3	Contributing Number or Codes
12B, 12C	Scientific and Technological Area Fields and Groups Codes
15B, 15C	Funding Organizations
17A1 through 17F	Contract or Grant Data
20C, 20D	Principal Investigator's Name, Telephone Number
20F, 20G	Associate Investigator's Name
21A through 21D	Studies and Analyses Data (See Appendix D)
21E	Civilian and Military Application

d. Changes, corrections, or additions to a previously submitted title, objective, approach, or progress field can be made only by resubmitting the appropriate field in its entirety.

e. Certain groups of data elements are considered sets of data elements. Changes, corrections, or additions to any elements of a set shall be made by resubmitting the entire set. The following are the groups of data elements that comprise such sets:

<u>Field Number</u>	<u>Field Name</u>
10A1	Primary Program Element Number
10A2	Primary Project Number
10A3	Primary Task Area Number
10A4	Work Unit Number
-----	
10B1	First Contributing Program Element
10B2	First Contributing Project Number
10B3	First Contributing Task Area Number
-----	
10C1	Second Contributing Program Element Number
10C2	Second Contributing Project Number
10C3	Second Contributing Task Area Number
-----	
18	Fiscal Year
18A	Fiscal Work-Years
18B	Fiscal Year Funds

## B. CARD IMAGE MAGNETIC TAPE INSTRUCTIONS AND LAYOUTS

### 1. General Information

a. Data may be submitted for input to the R&TWUDB by means of fixed-field card images on card image magnetic tape (see table 3-2, Card Image Magnetic Tape Layout Format).

b. Employ either:

(1) A nine-track, 1600 or 800 BPI, odd parity tape with EBCDIC or ASCII character set or,

(2) A seven-track, 800 or 556 BPI, even parity tape with a BCD character set.

c. Format in 720 character blocks (9-80 character card images) with an Inter-Record Gap (IRG) between blocks. Do not use record marks. In the event that the last block of data is less than 720 characters, complete the block with a padding of 9's.

2. Header Label. An 80-position header label is required at the beginning of every reel of card image magnetic tape submitted containing work unit input. The label consists of an 80-character record with 40 positions of identifying information and 40 blank positions. An IRG shall appear between the header label and the first data record. The following four fields are required for identification:

a. Label Identifier. A 5-position constant consisting of the digit one, the letters HDR, and a blank position (1HDR ) in positions 1 through 5.

b. Reel Sequence Number. A 5-position field that indicates the order of the tape in a multi-reel file. It consists of a minus sign, three digits, and a blank position (-001 ) in positions 16 through 20. Identify a single-reel file with a reel sequence number of 001.

c. File Identification. A 10-position field identifying the file contents and the originating DoD Component in positions 21 through 30. It consists of the digits 1498, the originating DoD Component digraph, and up to four additional characters to identify the originating DoD Component.



d. Creation Date. A 5-digit date consisting of two digits for the calendar year and three digits for the day of the year (ordinal date) in positions 31 through 35.

3. Data Layout. Record the data as punch card images formatted as shown on pages 3-1 through 3-3. Conclude the data recording with a tape mark (TM) following the IRG after the last data block. Follow the TM with another IRG and the trailer label.

4. Trailer Label. An 80-position trailer label is required at the end of every reel of card image magnetic tape submitted containing work unit input. The label consists of an end-of-reel (EOR) or end-of-file (EOF) signal, block count, and record count in the first 30 positions, and the marking of the highest security classification recorded on the tape in the remaining 50 positions.

a. Tape Signal. This 4-position field indicates that the tape is an intermediate or final reel. It consists of the digit 1 followed by the letters EOR to indicate an intermediate reel or EOF to indicate a final reel followed by a blank (1EOF or 1EOR) in positions 1 through 5.

b. Block Count. A 5-digit count recorded in positions 6 through 10 which reflects the number of information blocks written on the tape. Do not include label blocks in the count.

c. Record Count. A 10-digit count recorded in positions 1 through 20 that reflects the number of 80-column card images containing work unit information written on the tape. Do not count 9s records that are used as block padding.

d. Positions 21 through 30 are blank.

e. Classification of Tape. Positions 76 through 78 of the trailer label will reflect the highest classification of any transaction recorded on the reel as determined by the contents of columns 26, 31, and 32 of card type A.

<u>Position</u>	<u>Security Classification</u>	<u>Length</u>
76	U, C, or S	1
77-78	RD, FR, or blank	2

f. Positions 79 and 80 are blank.

5. Affix to each tape reel an external label containing the following information recorded in the internal labels:

- a. File identification.
- b. Creation date.
- c. Classification of tape.
- d. Record count.
- e. Tracks (7 or 9).
- f. Tape density.
- g. Parity.
- h. Reel sequence number (Reel \_\_\_ of \_\_\_).







FIXED-FIELD INPUT CARD FORMATS- continued  
(E01, F01, G01 and G02)

COMMON CONTROL DATA										CONTRACT OR GRANT DATA									
1										2									
AGENCY ACCESSION										DATE OF SUMMARY									
1 2 3 4 5 6 7 8 9 10										11 12 13 14 15 16 17 18 19 20									
YR MO DY										YR MO DY									
1 2 3 4 5 6 7 8 9 10										11 12 13 14 15 16 17 18 19 20									
TRANSACTION TYPE										TRANSACTION TYPE									
4										4									
CARD CODE										CARD CODE									
SEQUENCE										SEQUENCE									
1 2 3 4 5 6 7 8 9 10										11 12 13 14 15 16 17 18 19 20									
17A1										17A2									
EFFECT DATE										EXPIR DATE									
17B										17C									
CONTRACT OR GRANT NO.										CONTRACT OR GRANT NO.									
17D1										17D2									
LATEST DOLLAR AMOUNT (TO NEAREST DOLLAR)*										LATEST DOLLAR AMOUNT (TO NEAREST DOLLAR)*									
17E										17F									
KIND OF AWARD										CUMULATIVE DOLLAR VALUE (TO NEAREST DOLLAR)*									
17G										17H									
CUM PTL CODE										CUM PTL CODE									
1 2 3 4 5 6 7 8 9 10										11 12 13 14 15 16 17 18 19 20									
1										2									
AGENCY ACCESSION										DATE OF SUMMARY									
1 2 3 4 5 6 7 8 9 10										11 12 13 14 15 16 17 18 19 20									
YR MO DY										YR MO DY									
1 2 3 4 5 6 7 8 9 10										11 12 13 14 15 16 17 18 19 20									
TRANSACTION TYPE										TRANSACTION TYPE									
4										4									
CARD CODE										CARD CODE									
SEQUENCE										SEQUENCE									
1 2 3 4 5 6 7 8 9 10										11 12 13 14 15 16 17 18 19 20									
17A1										17A2									
EFFECT DATE										EXPIR DATE									
17B										17C									
CONTRACT OR GRANT NO.										CONTRACT OR GRANT NO.									
17D1										17D2									
LATEST DOLLAR AMOUNT (TO NEAREST DOLLAR)*										LATEST DOLLAR AMOUNT (TO NEAREST DOLLAR)*									
17E										17F									
KIND OF AWARD										CUMULATIVE DOLLAR VALUE (TO NEAREST DOLLAR)*									
17G										17H									
CUM PTL CODE										CUM PTL CODE									
1 2 3 4 5 6 7 8 9 10										11 12 13 14 15 16 17 18 19 20									

Table 3-1

COMMON CONTROL DATA																																																																															
<div> <div>1</div> <div>2</div> <div>4</div> <div>19T</div> </div>																																																																															
AGENCY ACCESSION			DATE OF SUMMARY		TRANSACTION CODE		CARD CODE		RESP ORG SOURCE CODE																																																																						
YR MO DY			YR MO DY		NO.		NO.		NO.																																																																						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

3-9

### COMMON CONTROL DATA

Table 3-1

FIXED-FIELD CARD FORMATS- continued  
(L01 and L02, M01)

COMMON CONTROL DATA										PERFORMING ORGANIZATION ADDRESS									
<div> <div>1</div> <div>AGENCY ACCESSION</div> <div>2</div> <div>DATE OF SUMMARY</div> <div>4</div> <div>TRANSACTION TYPE</div> <div>208</div> <div>NO</div> <div>CARD CODE</div> <div>SEQUENCE</div> <div>01</div> <div>02</div> <div>03</div> <div>04</div> <div>05</div> <div>06</div> <div>07</div> <div>08</div> <div>09</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> <div>31</div> <div>32</div> <div>33</div> <div>34</div> <div>35</div> <div>36</div> <div>37</div> <div>38</div> <div>39</div> <div>40</div> <div>41</div> <div>42</div> <div>43</div> <div>44</div> <div>45</div> <div>46</div> <div>47</div> <div>48</div> <div>49</div> <div>50</div> <div>51</div> <div>52</div> <div>53</div> <div>54</div> <div>55</div> <div>56</div> <div>57</div> <div>58</div> <div>59</div> <div>60</div> <div>61</div> <div>62</div> <div>63</div> <div>64</div> <div>65</div> <div>66</div> <div>67</div> <div>68</div> <div>69</div> <div>70</div> <div>71</div> <div>72</div> <div>73</div> <div>74</div> <div>75</div> <div>76</div> <div>77</div> <div>78</div> <div>79</div> <div>80</div> </div>										<div> <div>1</div> <div>AGENCY ACCESSION</div> <div>2</div> <div>DATE OF SUMMARY</div> <div>4</div> <div>TRANSACTION TYPE</div> <div>20C</div> <div>NO</div> <div>CARD CODE</div> <div>SEQUENCE</div> <div>01</div> <div>02</div> <div>03</div> <div>04</div> <div>05</div> <div>06</div> <div>07</div> <div>08</div> <div>09</div> <div>10</div> <div>11</div> <div>12</div> <div>13</div> <div>14</div> <div>15</div> <div>16</div> <div>17</div> <div>18</div> <div>19</div> <div>20</div> <div>21</div> <div>22</div> <div>23</div> <div>24</div> <div>25</div> <div>26</div> <div>27</div> <div>28</div> <div>29</div> <div>30</div> <div>31</div> <div>32</div> <div>33</div> <div>34</div> <div>35</div> <div>36</div> <div>37</div> <div>38</div> <div>39</div> <div>40</div> <div>41</div> <div>42</div> <div>43</div> <div>44</div> <div>45</div> <div>46</div> <div>47</div> <div>48</div> <div>49</div> <div>50</div> <div>51</div> <div>52</div> <div>53</div> <div>54</div> <div>55</div> <div>56</div> <div>57</div> <div>58</div> <div>59</div> <div>60</div> <div>61</div> <div>62</div> <div>63</div> <div>64</div> <div>65</div> <div>66</div> <div>67</div> <div>68</div> <div>69</div> <div>70</div> <div>71</div> <div>72</div> <div>73</div> <div>74</div> <div>75</div> <div>76</div> <div>77</div> <div>78</div> <div>79</div> <div>80</div> </div>									

Table 3-1



COMMON CONTROL DATA										20F										20G									
1										2										2									
AGENCY ACCESSION										DATE OF SUMMARY										FIRST ASSOCIATE INVESTIGATOR									
YR MO DY										TRANSACTION TYPE										CARD CODE									
NO.										SEQUENCE										NO.									
1										2										2									
AGENCY ACCESSION										DATE OF SUMMARY										SECOND ASSOCIATE INVESTIGATOR									
YR MO DY										TRANSACTION TYPE										CARD CODE									
NO.										SEQUENCE										NO.									
1										2										2									
AGENCY ACCESSION										DATE OF SUMMARY										KEY WORDS (10 or per card)									
YR MO DY										TRANSACTION TYPE										CARD CODE									
NO.										SEQUENCE										NO.									
1										2										2									
AGENCY ACCESSION										DATE OF SUMMARY										TECHNICAL OBJECTIVE (ABSTRACT)									
YR MO DY										TRANSACTION TYPE										CARD CODE									
NO.										SEQUENCE										NO.									
1										2										2									

\* ENTER ONLY IN FIRST CARD OF SERIES.  
 START TEXT IN CC21 OF FIRST CARD.  
 START TRAILER CARDS IN CC28.

3-12

FIXED-FIELD INPUT CARD FORMATS- continued  
(R01 thru R45 and S01 thru S45)

COMMON CONTROL DATA										24									
2										4									
AGENCY ACCESSION										DATE OF SUMMARY									
YR MO DY										TRANSACTION TYPE									
CARD CODE										SECURITY*									
1 2 3 4 5 6 7 8 9										10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80									
1 2 3 4 5 6 7 8 9										10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80									

APPROACH

\* ENTER ONLY IN FIRST CARD OF SERIES.  
START TEXT IN CC21 OF FIRST CARD.  
START TRAILER CARD IN CC28.

PROGRESS

\* ENTER ONLY IN FIRST CARD OF SERIES.  
START TEXT IN CC21 OF FIRST CARD.  
START TRAILER CARD IN CC28.

Table 3-1

# CARD IMAGE MAGNETIC TAPE LAYOUT FORMAT

HEADER LABEL															
LEAD-IN PORTION		LABEL IDENTIFIER		REEL SEQUENCE NUMBER		FILE IDENTIFICATION		CREATION DATE		BLANK		IRG			
I M D R b		b b b b b b b b b b		b b b b b b b b b b		b b b b b b b b b b		YEAR DAY b b b b b b b b b b		b b b b b b b b b b					
1		5 6		10 11		15 16		20 21		30 31		35 36		40 41	

## CHAPTER 4

## INPUT PROCESSING

A. REMOTE TERMINAL INPUT SYSTEM

1. The RTIS, as described in DLAM 4185.15 (reference (g)), is the on-line system for processing data into the DTIC R&TWUDB. It is used by the DoD community and contractors, and by government organizations that subscribe to the on-line system to contribute and control WUIS input records through remote terminals.

2. Records may be input via synchronous UNIVAC 100 or 200 terminals or via asynchronous dial-up terminals. The subsystem performs an on-line edit of data elements as they are entered. The records can be corrected, stored, and flagged for removal by DTIC for updating the master file through a batch interface program. This is particularly useful for those activities having limited amounts of input throughout the year, as well as for making corrections to current records recently processed into the WUIS data base.

B. FILE MAINTENANCE - CORRECTIONS TO RECORDS OTHER THAN AN UPDATE

1. The file maintenance transaction codes 3, 4 and R provide a method to submit corrections to a previously established record without altering either the status of record or changing the date of summary. All data fields other than the control fields may be added, changed, or deleted by the R transaction. Transaction codes 3 or 4 shall be used only to modify keywords (field 22). The effect of a 3 transaction is to enter an additional keyword without having to reenter the entire field. The 4 transaction is used to delete a keyword without reentering the entire field. When using any of the file maintenance transactions, it is necessary to enter, in addition to the control fields, only the specific data fields to be corrected, added or deleted.

2. An incorrect date of summary (field 2) cannot be changed by an R transaction. If an inaccurate date is inadvertently entered, it is necessary to submit a D CHANGE transaction.

C. CARD-TAPE INPUT1. Description

a. The first step in the WUIS input process is to convert the input card image magnetic tapes or 80-column cards to UNIVAC Fielddata code for processing on the UNIVAC 1182. The output tapes are then sorted by accession number, transaction type and transaction date for input to the edit and update program.

b. During the edit and update program the agency accession number of an input transaction is first compared to the accession numbers recorded on the existing master file. If no match is found, a NEW type record is created in main memory, provided all critical control fields are present. If the agency accession of an updating transaction has a match on the master file, an image of the master file record is read into the main memory.

c. The data elements of an updating transaction are superimposed on the record if the transaction contains all critical control fields. Multiple transactions in the same updating run are accommodated. As long as the transactions are not exact duplicates, they are overlaid sequentially with the final image a composite of all transactions.

d. Edit and audit processes then are carried out on the updated record in main memory. An edit or audit detected error in the record generates error messages to be displayed in the feedback documents.

e. Once all of the transaction data for a particular accession number have been moved into the newly created or updated record in main memory and the edit and audit routines performed, the record is released to the master or direct file. In addition, this program also creates transactions to update the WUIS inverted file.

f. In the inverted file, the primary keys are the retrieval terms that were originally recorded as part of the master file records. The inverted file is maintained by posting under each retrieval term, the accession numbers of the records containing that term. This technique allows rapid and efficient file search by term. This is the opposite of a direct file in which all data elements describing a record are posted to an accession number. The terms "master file" and "direct file" are used interchangeably.

2. Contributor Feedback. The edit and update cycles produce documents of use to the contributors. These documents provide notices of the status of all submitted transactions, exact statements of content and severity of errors, and a picture of each record as it was updated on the master file.

a. Transaction Error and Rejection List (Table 4-1, Example 1). This list provides a listing of all card images submitted for a transaction which was rejected upon edit, that is, no part of which may be processed. A transaction so rejected shall be corrected and resubmitted in its entirety. Descriptions of the necessary contributor actions to correct and resubmit the rejected transactions accompany the following explanations of rejection causes.

(1) New Transaction for Existing Record. An "A" NEW-type transaction is submitted for an agency accession number already established on the master file. If the contributor wishes to update the summary, an UPDATE transaction containing the critical control fields and all fields to be updated shall be submitted.

(2) Change Transaction for Nonexistent Record. An UPDATE transaction is submitted for an agency accession not found on the master file. Before transactions to update a record can be submitted, the contributor first shall submit a complete NEW type transaction for that agency accession.

(3) Invalid Transactions - Control Information Field. One or more of the critical control fields is blank or contains an invalid entry. The contributor shall correct the errors and resubmit the entire transaction.

(4) Illegal Character in Digraph or Accession Number or A01 Card Containing the Critical Control Fields is Missing. The contributor shall correct the errors, supply the missing A01 card, and resubmit the entire transaction.

(5) Duplicate Transaction Error. Two transactions containing exactly the same data were submitted. The second transaction was rejected. No contributor action is necessary since the first transaction was accepted on the file.

b. Contributor Summary List (CSL) (Table 4-1, Example 2). This is a format that shows the data content of the record as it exists on the master file after application of the transactions. All errors resulting from the edit and audit of the updated record are also listed. The contributor shall submit an UPDATE transaction to correct catastrophic errors before the record can be retrieved on an output. Other error statements should be reviewed and corrected by submission of an UPDATE transaction

c. WUIS Direct File Status Report (Table 4-1, Example 3). This provides a complete list or index of every record on the updated WUIS direct file and is a product of the update cycle. It contains all of the A01 card data elements plus the processing date, status, and the security of all classifiable fields.

#### D. INPUT TRANSMITTAL

1. Data shall be submitted by the contributor to the R&TWUIS in machine-readable form, either as punched cards or card image magnetic tape, or via RTIS.

2. Input from the contributor other than that submitted by RTIS must be accompanied by DTIC Form 112, "R&T Work Unit Information System Input Transmittal Form" (figure 4-1) completed in the following manner:

a. Section 1: Provide a file count by kind of summary (transaction type) both for the number of reports and the number of cards or card images submitted.

b. Section 2: Indicate whether the material is being submitted in the form of card image magnetic tape or punch cards. Include the number of tape reels or the number of card boxes or packages enclosed.

c. Section 3: Insert the information from the external tape label that identifies the file by reel. If the file involves more than 3 reels of input, use an additional transmittal form, completing only section 3, the reporting agency and date of submission.

(1) The physical reel number is the number permanently assigned to a reel of magnetic tape for identification of the actual reel regardless of file content.

(2) File identification, creation date, EOR, and EOF signals are explained in Chapter 3, section B. Conclude a single reel input with an EOF signal.

(3) Enter the number of summaries only on the final reel or single reel input file.

d. Section 4: Indicate what backup material is accompanying the machine-readable input by a check in the appropriate blocks. Insert the number of source documents or tape listings if applicable.

e. The responsible individual shall be the representative of the reporting DoD Component who can be contacted on any problems or questions concerning the input.

#### E. TRANSMITTAL OF FEEDBACK TO CONTRIBUTORS

Feedback documents shall be transmitted to the contributor accompanied by a DTIC Form 82, "Notification of Processing Work Unit Data Base Input" (figure 4-2). The number of transactions entered in subparagraphs 2.a., 2.b., and

2.c. of the figure shall agree with the total number of transactions included in the contributor's last submission. Any summaries in the category described in subparagraph 2.b. shall be corrected in the contributor's next updating submission. These summaries as they are shown on the updated image in the transmittal CSL are not available for retrieval until all nonreleasable errors are corrected.

EXAMPLE 1, TRANSACTION ERROR OR REJECTION LIST

MAR 12, 1984

REGIS EDIT/UPDATE TRANSACTION  
ERROR AND STATISTIC LIST.  
DATA BANK ( WUIS)

DN 994027	ADDED	COMPLETE
DN 994028	ADDED	INCOMPLETE
DN 994029	ADDED	COMPLETE
DN 997000	REPLACES	INCOMPLETE
DN 997203	REPLACES	COMPLETE
DN 997204	REPLACES	COMPLETE
DN 997504	REPLACES	INCOMPLETE
DN 998051	REPLACES	COMPLETE
DN 998075	REPLACES	INCOMPLETE
DN 998083	REPLACES	INCOMPLETE
DN 998250	REPLACES	COMPLETE
DN 998251	REPLACES	COMPLETE
DN 998252	REPLACES	COMPLETE
DN 998254	REPLACES	COMPLETE
DS 000020	REPLACES	INCOMPLETE

Table 4-1 ( page 1 of 5)



EXAMPLE 2, CONTRIBUTOR SUMMARY LIST

UNCLASSIFIED

PAGE 4299  
MAR 12, 1984

REFERENCE NUMBER 15 1403

ACCESSION NUMBER: DS000020

EDIT ERRORS

THE FOLLOWING INPUT CARD FIELDS OR SUBFIELDS CONTAINED INVALID CODES OR CHARACTERS

S AND T FIELD AND GROUP CODE - THIRD

AUDIT ERRORS

ERROR P.E. (CONTRIB.) WITHOUT ALL SUBFIELDS  
ERROR P.M. C OR D FIELDS 17A1 - 17F NOT BLANK  
ERROR C/G CUM. DOLLAR VS PERF. METH.

UNCLASSIFIED

Table 4-1 (page 2 of 5)

# EXAMPLE 2, CONTRIBUTOR SUMMARY LIST - continued

PAGE 4300  
MAR 12, 1984

UNCLASSIFIED

REFERENCE NUMBER 15 1403

ACCESSION NUMBER: DS000020 (CONT.)

## POST-EDIT SUMMARY

DATE OF SUMMARY 84-02-15 PREV. DATE 83-10-01 RECEIPT DATE 84-03-08 KIND OF SUMMARY D SUMMARY SECURITY U WORK SECURITY C REGRADING A LEVEL OF SUMMARY A  
DISTRIBUTION INSTRUCTIONS CX ADDED SEC RESTRICTION CONTR-ACCESS S&A CODE S&A REL. MODELS FGN INT FOREIGN RSCH/STUDY CODE-  
PRIMARY ELEMENT CODE OWN CONTRIBUTING ELEMENT CODE PRIOR ELEMENT CODE PRIM INSTLATN  
PROJECT NO. NSEA PROJECT NO. 0 PROJECT NO. 0 PROJECT NO. 0  
TASK AREA NO. S TASK AREA NO. 0 TASK AREA NO. 0 TASK AREA NO. 0  
WORK UNIT NO. 712-WS63 WORK UNIT NO. 0 WORK UNIT NO. 0 WORK UNIT NO. 0

TITLE: (U) SPHERICAL ARRAY  
FIELD/GROUP CODES: 2001 ACOUSTICS 1501 ANTISUBMARINE WARFARE

CIV/MIL APPLICATION M START DATE 82 06 ESTIMATED COMPL. DATE 87 09 PRIMARY FUNDING AGENCY DN OTHER FND AGENCY OTHER FND AGENCY

PERFORMANCE METHOD C CONTR/GRT EFFECTIVE DATE CONTR/GRT EXPIRATION DATE CONTRACT TYPE PARTIAL CONTR/GRT CODE

CONTR/GRT NUMBER CONTR/GRT AMOUNT 000000000 KIND OF AWARD CONTR/GRT CUMULATIVE DOLLAR TOTAL CUM PTL C/G CDE 000000000

MANYEARS: CURR FY CFY-1 CFY-2 CFY-3 CFY+1 FUNDS: CURR FY CFY-1 CFY-2 CFY-3 CFY+1 00000.7 00001.1 00000.3 000090 000128 000033

SUBELEMENT CODE RESP. ORG SYMBOL/DIGRAPH PRINCIPAL INVEST. ORG SYMBOL

RESPONSIBLE DDO ORGANIZATION

NAME : DEFENSE TECHNICAL INFORMATION CENTER

NAME : DEFENSE TECHNICAL INFORMATION CENTER

ADDRESS: CAMERON STATION, ALEXANDRIA, VA 22314

ADDRESS: CAMERON STATION, ALEXANDRIA, VA 22314

IDENTIFICATION CODE: 107200

CASE IDENTIFICATION: N.A

LOCATION CODE : 5110

IDENTIFICATION CODE: 107200

RESPONSIBLE INDIVIDUAL: HATTON, J

LOCATION CODE : 5110

TYPE CODE

UNCLASSIFIED

Table 4-1 (page 3 of 5)

EXAMPLE 2, CONTRIBUTOR SUMMARY LIST - continued

PAGE 4301  
MAR 12, 1984

UNCLASSIFIED

REFERENCE NUMBER 15 1403

TELEPHONE: 202-692-7044

ACCESSION NUMBER: DS000020 (CONT.)

INVESTIGATORS  
PRINCIPAL : GARRETT, M  
TELEPHONE : 202-274-6875  
ASSOCIATE(1):  
ASSOCIATE(2):

CLASSIFICATION AUTHORITY: DECLASS EVENT:  
DATE OF DECLASS: DNGRADE EVENT:  
CLASS DURATION:

ARMY CODED MISSION OBJECTIVES:

ARMY NARRATIVE MISSION OBJECTIVE:

KEYWORDS: (U) SAMPLE (U) TRAINING :

TECHNICAL OBJECTIVE: 'U' THIS SUMMARY HAS BEEN CREATED FOR DEMONSTRATION PURPOSES.

APPROACH: (U) NONE.

PROGRESS: (U) NONE.

EVALUATION:  
TERMS ASSIGNED BY DTIC

DESCRIPTORS:  
IDENTIFIERS:

UNCLASSIFIED

Table 4-1 (page 4 of 5)

# EXAMPLE 3, WUIS DIRECT FILE STATUS REPORT

DATE 020184 PAGE 819

WUIS DIRECT FILE ACCESSION NUMBER ANALYSIS CYCLE NUMBER 011

SERVICE: DA										SECURITIES									
ACC. NO.	DATE	PREV	PROC	KD	SM	WK	DI	AD	PROGRM	TASK	WORK	UNIT	T K O A P D I T						
DATE	SUMM	DATE	DATE	DATE	SM	SC	RG	IS	ELEMNT	PROJECT									
DA300369	831031	821119	831216	D	U	U	U	CX	62618A	1L162618AH80	00	002	U	U	U	U	U	U	C
DA300370	821001	821208	831208	A	U	U	U	CX	63739A	20263739A793	0103		U	U	U	U	U	U	C
DA300371	821101	821101	830119	K	U	T	U	CX	O				U	U	U	U	U	U	I
DA300372	821006	821208	831208	A	U	S	U	BU	O				U	U	U	U	U	U	C
DA300373	830919	821103	830930	K	U	U	U	CX	61101A	1L161101A91A	00		U	U	U	U	U	U	C
DA300374	830919	830308	830930	D	U	U	U	CX	61101A	1L161101A91A	00		U	U	U	U	U	U	C
DA300375	830921	830308	830930	D	U	U	U	CX	61102A	1L161102BH57	04		U	U	U	U	U	U	C
DA300376	821206	830610	831206	D	U	U	U	CX	61102A	1L161102BH57	06		U	U	U	U	U	U	C
DA300377	830610	830921	831230	D	U	U	U	CX	61101A	1L161101A91A	00		U	U	U	U	U	U	C
DA300378	831212	830921	831230	D	U	U	U	CX	61101A	1L161101A91A	00		U	U	U	U	U	U	C
DA300379	830919	821119	830930	D	U	U	U	CX	61101A	1L161101A91A	00		U	U	U	U	U	U	C
DA300380	821008	821217	831217	A	U	U	U	CX	61101A	EMW-E-1025	00		U	U	U	U	U	U	C
DA300381	830615	821209	830630	D	U	U	U	CX	61102A	1L161102BH57	08		U	U	U	U	U	U	C
DA300382	830315	821207	830331	K	U	S	U	CX	O				U	U	U	U	U	U	C
DA300383	831001	821015	831216	D	U	C	U	DX	O				U	U	U	U	U	U	C
DA300385	821008	821217	831217	A	U	S	U	CX	OVIDES	1G464221D208	0		U	U	U	U	U	U	C
DA300386	831103	831014	831216	D	U	U	U	CX	O				U	U	U	U	U	U	C
DA300387	830930	820930	831007	D	U	U	U	CX	62727A	1X162727A230	00		U	U	U	U	U	U	C
DA300388	830919	831230	831230	D	U	U	U	CX	61101A	1L161101A91A	0034		U	U	U	U	U	U	C
DA300390	830901	820901	830907	D	U	U	U	CX	62720A	1L162720D048	01		U	U	U	U	U	U	C
DA300391	830919	830919	831230	K	U	U	U	CX	61102A	1L161102AH68	00		U	U	U	U	U	U	C
DA300392	830901	820901	830907	D	U	U	U	CX	63752A	1M263752A994	00		U	U	U	U	U	U	C
DA300393	831216	821201	831230	D	U	U	U	CX	61102A	1L161102AH68	00		U	U	U	U	U	U	C
DA300394	830926	830926	831230	D	U	U	U	CX	61102A	1L161102874A	00		U	U	U	U	U	U	C
DA300395	831216	821201	831230	H	U	U	U	CX	63752A	1M263752A994	00		U	U	U	U	U	U	C
DA300396	831205	831020	831216	D	U	U	U	BU	62716A	1L162716AH70	00		U	U	U	U	U	U	C
DA300397	831205	831024	831216	D	U	S	U	BU	63304A	8X363304D215	00		U	U	U	U	U	U	C
DA300398	831205	831020	831216	D	U	U	U	BU	63304A	8X363304D215	00		U	U	U	U	U	U	C
DA300399	821105	821217	831217	A	U	U	U	CX	63304A	8X363304D215	00		U	U	U	U	U	U	C
DA300400	830926	831230	831230	H	U	U	U	CX	62727A	1X162727A230	A230		U	U	U	U	U	U	C
DA300401	821105	821217	831217	A	U	U	U	CX	63752A	1M263752A994	00		U	U	U	U	U	U	C
DA300402	821001	811001	830119	D	U	U	U	CX	62727A	1X162727A230	A230		U	U	U	U	U	U	C
DA300405	831114	821122	831216	D	U	U	U	CX	61102A	3M161102BS10	00		U	U	U	U	U	U	C
DA300406	821215		821231	A	U	U	U	CX	63750A	3M463750D808	AA		U	U	U	U	U	U	C
DA300407	821215		821231	A	U	U	U	CX	62622A	1L162622A554	AA		U	U	U	U	U	U	C
DA300408	821215		821231	A	U	U	U	CX	62622A	1L162622A554	80		U	U	U	U	U	U	C
DA300409	821215		821231	A	U	U	U	CX	62706A	1L162706A553	10		U	U	U	U	U	U	C
DA300410	821215		821231	A	U	U	U	CX	62706A	1L162706A553	DO		U	U	U	U	U	U	C
DA300411	830615	821215	830630	D	U	U	U	CX	61102A	1L161102A71A	AO		U	U	U	U	U	U	C
DA300412	821215		821231	A	U	U	U	CX	61102A	1L161102BH57	08		U	U	U	U	U	U	C
DA300414	830314	830314	831216	D	U	U	U	CX	61102A	1L161102BH57	03		U	U	U	U	U	U	C
DA300415	830608	821215	830622	D	U	U	U	CX	62209A	1L162209AH76	H76D		U	U	U	U	U	U	C
DA300416	831001	821001	831216	D	U	U	U	CX	738017	A50030191RB	00		U	U	U	U	U	U	C
DA300417	831001	821001	831216	D	U	U	U	CX	62775A	3S162775A825	AA		U	U	U	U	U	U	C
DA300418	831001	821001	831216	D	U	U	U	CX	62775A	3S162775A825	AA		U	U	U	U	U	U	C
DA300419	831001	821001	831216	D	U	U	U	CX	61102A	3M161102BS10	DA		U	U	U	U	U	U	C
DA300420	831001	821001	831216	D	U	U	U	CX	61102A	3M161102BS10	DA		U	U	U	U	U	U	C
DA300421	831001	821001	831216	D	U	U	U	CX	62775A	3S162775A825	AA		U	U	U	U	U	U	C
DA300422	831205	821216	831216	D	U	S	U	BU	62775A	3S162775A825	AA		U	U	U	U	U	U	C
DA300423	831001	821001	831216	D	U	U	U	CX	63304A	8X363304D215	0000		U	U	U	U	U	U	C
DA300425	830524	830124	830531	K	U	S	U	EP	62775A	3S162775A825	AA		U	U	U	U	U	U	C
DA300426	831001	821001	831216	D	U	U	U	CX	61101A	3A161101A91C	00		U	U	U	U	U	U	C

Table 4-1 (page 5 of 5)

<b>R&amp;T WORK UNIT INFORMATION SYSTEM INPUT TRANSMITTAL FORM</b> Submit this form with machine-readable work unit data and accompanying DD Form 1498 source documents and unformatted file listings to: <b>DEFENSE TECHNICAL INFORMATION CENTER (DTIC-TIR)</b> <b>CAMERON STATION, ALEXANDRIA, VIRGINIA 22314</b>			
<b>1. STATISTICAL SUMMARY OF TRANSACTION FILE CONTENTS:</b>			
TRANSACTION TYPE	NUMBER OF SUMMARIES	NUMBER OF PUNCH CARDS OR CARD IMAGES	
NEW			
CHANGE			
TERMINATION			
COMPLETION			
CORRECTION			
TOTAL			
<b>2. FORM OF MACHINE-READABLE INPUT:</b>			
<input type="checkbox"/> MAGNETIC TAPE, NO. OF REELS _____ <input type="checkbox"/> PUNCH CARDS, NO. OF BOXES _____			
<b>3. MAGNETIC TAPE DESCRIPTION</b>			
	REEL _____ OF _____	REEL _____ OF _____	REEL _____ OF _____
PHYSICAL REEL NUMBER			
FILE IDENTIFICATION			
CREATION DATE			
END OF REEL (EOR) OR END OF FILE (EOF) SIGNAL			
NUMBER OF SUMMARIES			
NUMBER OF CARD IMAGES			
<b>4. CHECK ADDITIONAL MATERIAL ENCLOSED AND FURNISH COUNT WHERE APPLICABLE:</b>			
<input type="checkbox"/> _____ DD FORM 1498 SOURCE DOCUMENTS <input type="checkbox"/> _____ MAGNETIC TAPE LISTINGS <input type="checkbox"/> PUNCH CARD LISTING			
<b>REMARKS:</b>			
REPORTING AGENCY		NAME & SIGNATURE OF RESPONSIBLE INDIVIDUAL	
DATE OF SUBMISSION		TELEPHONE NUMBER OF RESPONSIBLE INDIVIDUAL	

FORM  
DTIC OCT 80 112

LOCAL REPRODUCTION IS AUTHORIZED  
PREVIOUS EDITION MAY BE USED UNTIL SUPPLY IS EXHAUSTED

Figure 4-1



DEFENSE LOGISTICS AGENCY  
DEFENSE TECHNICAL INFORMATION CENTER  
CAMERON STATION  
ALEXANDRIA, VIRGINIA 22314

REPLY  
REFER TO

DTIC-TIM

SUBJECT: Work Unit Information System Input

TO:

1. Reference:

2. Your submission to the Work Unit Information System (WUIS) is reflected on the enclosed Contributor Summary Lists (CSLs) or DD Forms 1498m. Your data has been processed into the DTIC data base as follows:

a. \_\_\_\_\_ summaries were processed. At your request, printouts for these summaries are not returned.

b. \_\_\_\_\_ summaries were processed, but input contained errors which impair the quality of the data base. Prompt action to correct these errors is required. (Enclosure \_\_\_\_\_).

c. \_\_\_\_\_ summaries were processed which require accuracy review. (Enclosure \_\_\_\_\_).

3. Enclosure \_\_\_\_\_ is a listing of your input transactions which were processed and card images of any data which could not be processed. Error messages indicate the reasons for data rejection.

4. Enclosure \_\_\_\_\_ is a listing in accession number order of your records in the data base as of \_\_\_\_\_.

5. Magnetic tapes or punchcards are returned as follows:

a. Enclosure \_\_\_\_\_ is \_\_\_\_\_ magnetic tapes numbered:

\_\_\_\_\_ ( )

\_\_\_\_\_ ( )

\_\_\_\_\_ ( )

b. Enclosure \_\_\_\_\_ is \_\_\_\_\_ boxes of punchcards.

FL-82

APR 81

Figure 4-2

DTIC Notification of Processing R&T Work Unit Data Base  
(1 of 2)

DTIC-TIM

SUBJECT: Work Unit Information System Input

6. All transactions to correct errors or revise summaries must be submitted to DTIC in accordance with DLAM 4185.5, R&T Work Unit Information System Data Input Manual.

7. Questions concerning this material may be directed to Melvin T. Garrett, 202-274-6875 or AV 28-46875.

FOR THE ADMINISTRATOR:



VICTOR FURTADO  
Chief, Data Base  
Input Division

Encl

Figure 4-2

DTIC Notification of Processing R&T Work Unit Data Base  
(2 of 2)

## APPENDIX A

### ADDITIONAL WUIS DATA FIELDS AVAILABLE FOR USE BY ALL DOD COMPONENTS

Appendix A gives a list of additional WUIS data elements available for DoD use. Some of these data elements are required fields for Army or Navy. DoD Components may use any of these fields as described in this appendix and in appendix B or C or for other data elements as desired. DoD Components shall coordinate use of these fields with DTIC.

#### SUMMARY DESCRIPTION OF ADDITIONAL INPUT DATA FIELDS

<u>FIELD NUMBER</u>	<u>FIELD NAME</u>	<u>MAXIMUM LENGTH AND CHARACTER TYPE</u>	<u>CARD TYPE</u>	<u>CARD COLUMN</u>
10A2A		9A/N	A01	43-51
10A2B		3A/N	A01	52-54
10A5A		4A/N	A03	51-54
10A6		2A/N	A03	22-23
10D1	(See APPENDIX B)	8A/N	A03	24-31
10D2A		9A/N	A03	32-40
10D2B		3A/N	A03	41-43
10D3		4A/N	A03	44-47
10D4		3A/N	A03	48-50
19E		4A	J01	44-47
19F	(See APPENDIX C)	8A/N	A02	22-29
20H		4A	M01	44-47
30		2N	A02	20-21
31		6A/N	H02	20-25
31A		2A/N	H02	20-21
31B	(See APPENDIX B)	2A/N	H02	22-23
31C		2A/N	H02	24-25
32	(See APPENDIX C)	8A/N	A02	30-37
40		6N	K04	20-25
41		2A/N	K04	26-27
42		2A/N	K04	28-29
43	(See APPENDIX B)	1A	E01	75
44		1A	K04	30



SUMMARY DESCRIPTION OF ADDITIONAL INPUT DATA FIELDS  
(Continued)

<u>FIELD NUMBER</u>	<u>FIELD NAME</u>	<u>MAXIMUM LENGTH AND CHARACTER TYPE</u>	<u>CARD TYPE</u>	<u>CARD COLUMN</u>
45	(See Appendix B)	12A/N	T01 to T12	20-31
46		122A/N	V01 to V02	20-80
47		2A/N	H02	32-33
48		6N	H02	26-31

## APPENDIX B

### SUPPLEMENTARY ARMY WUIS DATA FIELDS AND FORMATS

Appendix B gives a summary description and fixed-field card formats of input data fields unique to the Army.

#### ARMY RDT&E WUIS SUMMARY DESCRIPTION OF INPUT DATA FIELDS

<u>FIELD NUMBER</u>	<u>FIELD NAME</u>	<u>MAXIMUM LENGTH AND CHARACTER TYPE</u>	<u>CARD TYPE</u>	<u>CARD COLUMN</u>
10A2A	Army Primary Project (Agency & Program)	9A/N	A01	43-51
10A2B	Army Primary Project Serial Number	3A/N	A01	52-54
10A5A	Army Monitoring Division Code	4A/N	A03	51-54
10A6	Army Installation Code	2A/N	A03	22-23
10D1	Army Prior Program Element	8A/N	A03	24-31
10D2A	Army Prior Project (Agency & Program)	9A/N	A03	32-40
10D2B	Army Prior Project Serial Number	3A/N	A03	41-43
10D3	Army Prior Task Number	4A/N	A03	44-47
10D4	Army Prior Work Unit Number	3A/N	A03	48-50
31	Army Responsible Organization Installation Digraphs	6A/N	H02	20-25
31A	Army Responsible Organization Installation First Digraph	2A/N	H02	20-21
31B	Army Responsible Organization Installation Second Digraph	2A/N	H02	22-23
31C	Army Responsible Organization Installation Third Digraph	2A/N	H02	24-25
40	Army Performing Organization Identification Code	6N	K04	20-25

ARMY RDT&E WUIS SUMMARY DESCRIPTION OF INPUT DATA FIELDS - continued

<u>FIELD NUMBER</u>	<u>FIELD NAME</u>	<u>MAXIMUM LENGTH AND CHARACTER TYPE</u>	<u>CARD TYPE</u>	<u>CARD COLUMN</u>
41	Army Performing Organization Location Code	2A/N	K04	26-27
42	Army Performing Organization Type Code	2A/N	K04	28-29
43	Army Cumulative Partial Contract or Grant Code	1A	E01	75
44	Army Foreign Intelligence Considered	1A	K04	30
45	Army Coded Mission Objective	12A/N	T01 to T12	20-31
46	Army Narrative Mission Objective	122A/N	V01 to V02	20-80
47	Army Responsible Organization Location Code	2A/N	H02	32-33
48	Army Responsible Organization Identification Code	6N	H02	26-31

ARMY FIXED-FIELD INPUT CARD FORMATS  
(A01, A03)

COMMON CONT. 101 ATA										PRIMARY NUMBER CODES									
1		2		3		4		5		6		7		8		9		10	
AGENCY ACCESSION		DATE OF SUMMARY		PREVIOUS SUMMARY DATE		TRANSACTION TYPE		CARD CODE		SEQUENCE NO.		PROGRAM ELEMENT		AGENCY & PROGRAM		TASK AREA		WORK UNIT NUMBER	
1 2 3 4 5 6 7 8 9		10 11 12 13 14 15		16 17 18 19 20 21		22 23 24 25 26 27		28 29 30 31 32 33		34 35 36 37 38 39		40 41 42 43 44 45		46 47 48 49 50 51		52 53 54 55 56 57		58 59 60 61 62 63	
1 2 3 4 5 6 7 8 9		10 11 12 13 14 15		16 17 18 19 20 21		22 23 24 25 26 27		28 29 30 31 32 33		34 35 36 37 38 39		40 41 42 43 44 45		46 47 48 49 50 51		52 53 54 55 56 57		58 59 60 61 62 63	
1		2		3		4		5		6		7		8		9		10	
AGENCY ACCESSION		DATE OF SUMMARY		PREVIOUS SUMMARY DATE		TRANSACTION TYPE		CARD CODE		SEQUENCE NO.		PROGRAM ELEMENT		AGENCY AND PROGRAM		TASK NO.		WORK UNIT NO.	
1 2 3 4 5 6 7 8 9		10 11 12 13 14 15		16 17 18 19 20 21		22 23 24 25 26 27		28 29 30 31 32 33		34 35 36 37 38 39		40 41 42 43 44 45		46 47 48 49 50 51		52 53 54 55 56 57		58 59 60 61 62 63	
1 2 3 4 5 6 7 8 9		10 11 12 13 14 15		16 17 18 19 20 21		22 23 24 25 26 27		28 29 30 31 32 33		34 35 36 37 38 39		40 41 42 43 44 45		46 47 48 49 50 51		52 53 54 55 56 57		58 59 60 61 62 63	
1		2		3		4		5		6		7		8		9		10	
AGENCY ACCESSION		DATE OF SUMMARY		PREVIOUS SUMMARY DATE		TRANSACTION TYPE		CARD CODE		SEQUENCE NO.		PROGRAM ELEMENT		AGENCY AND PROGRAM		TASK NO.		WORK UNIT NO.	
1 2 3 4 5 6 7 8 9		10 11 12 13 14 15		16 17 18 19 20 21		22 23 24 25 26 27		28 29 30 31 32 33		34 35 36 37 38 39		40 41 42 43 44 45		46 47 48 49 50 51		52 53 54 55 56 57		58 59 60 61 62 63	
1 2 3 4 5 6 7 8 9		10 11 12 13 14 15		16 17 18 19 20 21		22 23 24 25 26 27		28 29 30 31 32 33		34 35 36 37 38 39		40 41 42 43 44 45		46 47 48 49 50 51		52 53 54 55 56 57		58 59 60 61 62 63	

ARMY FIXED-FIELD INPUT CARD FORMATS  
(E01, H02, K04)

COMMON CONTROL DATA										CONTRACT OR GRANT DATA									
1		2		3		4		5		6		7		8		9		10	
AGENCY ACCESSION		DATE OF SUMMARY		YR MO DY		TRANSACTION TYPE		CARD CODE		SEQUENCE NO		EFFECT DATE		EXPIR DATE		CONTRACT OR GRANT NO.		CUM PTL CODE	
1 2 3 4 5 6 7 8 9		10 11 12 13 14 15		16 17 18 19 20 21		22 23 24 25 26 27		28 29 30 31 32 33		34 35 36 37 38 39		40 41 42 43 44 45		46 47 48 49 50 51		52 53 54 55 56 57		58 59 60 61 62 63	
BLANK										BLANK									
1										2									
AGENCY ACCESSION										DATE OF SUMMARY									
YR MO DY										TRANSACTION TYPE									
CARD CODE										SEQUENCE NO									
EFFECT DATE										EXPIR DATE									
CONTRACT OR GRANT NO.										CUM PTL CODE									
17A1										17A2									
17B										17C									
17D										17E									
17F										17G									
17H										17I									
17J										17K									
17L										17M									
17N										17O									
17P										17Q									
17R										17S									
17T										17U									
17V										17W									
17X										17Y									
17Z										17AA									
17AB										17AC									
17AD										17AE									
17AF										17AG									
17AH										17AI									
17AJ										17AK									
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17BR										17BS									
17BT										17BU									
17BV										17BW									
17BX										17BY									
17BZ										17CA									
17CB										17CC									
17CD										17CE									
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17EA										17DB									
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17PF										17DB									
17PG										17DB									
17PH										17DB									
17PI										17DB									
17PJ										17DB									
17PK										17DB									
17PL										17DB									
17PN										17DB									
17PO										17DB									
17PP										17DB									
17PQ										17DB									
17PR										17DB									
17PS										17DB									

ARMY FIXED-FIELD INPUT CARD FORMATS  
(T01 to T12, V01 to V02)

COMMON CONTROL DATA									
1	2	3	4	5	6	7	8	9	10
AGENCY ACCESSION	DATE OF SUMMARY	TRANSACTION TYPE		CARD CODE	SEQUENCE NO.	ARMY CODED MISSION OBJECTIVE (ONE PER CARD)			
YR MO DY	YR MO DY								
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80			
ARMY NARRATIVE MISSION OBJECTIVE									
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80									

## APPENDIX C

### SUPPLEMENTARY NAVY WUIS DATA FIELDS AND FORMATS

Appendix C gives a summary description and fixed-field card formats of input data fields unique to the Navy.

#### NAVY RDT&E WUIS SUMMARY DESCRIPTION OF INPUT DATA FIELDS

<u>FIELD NUMBER</u>	<u>FIELD NAME</u>	<u>MAXIMUM LENGTH AND CHARACTER TYPE</u>	<u>CARD TYPE</u>	<u>CARD COLUMN</u>
10C1	Navy Product Area Number Code	2N	B01	50-51
10C2/ 10C3	Navy Product Area Title	22A	B01	58-79
19E	Responsible Individual's Title	4A	J01	44-47
19F	Navy Responsible Individual's Organization Symbol	8A/N	A02	22-29
20H	Principal Investigator's Title	4A	M01	44-47
30	Navy Primary Subelement Number	2N	A02	20-21
32	Navy Principal Investigator's Organization Symbol	8A/N	A02	30-37

[illegible]



## APPENDIX D

### SUPPLEMENTARY STUDIES AND ANALYSES WUIS DATA FIELDS AND FORMATS

In accordance with DoD Directive 5010.22 (reference (f)), Appendix D provides instructions for submission of studies and analyses data to the central data base maintained by the DTIC.

#### STUDIES AND ANALYSES RDT&E WUIS SUMMARY DESCRIPTION OF INPUT DATA FIELDS

<u>FIELD NUMBER</u>	<u>FIELD NAME</u>	<u>MAXIMUM LENGTH AND CHARACTER TYPE</u>	<u>CARD TYPE</u>	<u>CARD COLUMN</u>
21A	Studies and Analyses Category	1N	DØ1	54
21B	Studies and Analyses Relationships	1A	DØ1	55
21C	Models and Codewords, Sensitive Materials, and Special Studies Subjects	2A	DØ1	56-57
21D	Foreign Area Studies	2A	DØ1	60-61
26	Evaluation	A/N Variable	WØ1 to W45	20-50

#### SPECIAL INSTRUCTIONS FROM DoD DIRECTIVE 5010.22 (REFERENCE (F)) FOR COMPLETING STUDIES DATA FIELD 21

<u>FIELD</u>	<u>TITLE</u>																				
21A	Studies and Analyses Category (1N)																				
	<table> <thead> <tr> <th><u>CODE</u></th> <th><u>CATEGORY TITLE</u></th> </tr> </thead> <tbody> <tr><td>1</td><td>Manpower and Personnel</td></tr> <tr><td>2</td><td>Concepts and Plans</td></tr> <tr><td>3</td><td>Operations and Force Structure</td></tr> <tr><td>4</td><td>Installations and Logistics</td></tr> <tr><td>5</td><td>Science, Technology, Systems, and Equipment</td></tr> <tr><td>6</td><td>Management</td></tr> <tr><td>7</td><td>Intelligence</td></tr> <tr><td>8</td><td>International Security</td></tr> <tr><td>9</td><td>Social and Natural Science Studies</td></tr> </tbody> </table>	<u>CODE</u>	<u>CATEGORY TITLE</u>	1	Manpower and Personnel	2	Concepts and Plans	3	Operations and Force Structure	4	Installations and Logistics	5	Science, Technology, Systems, and Equipment	6	Management	7	Intelligence	8	International Security	9	Social and Natural Science Studies
<u>CODE</u>	<u>CATEGORY TITLE</u>																				
1	Manpower and Personnel																				
2	Concepts and Plans																				
3	Operations and Force Structure																				
4	Installations and Logistics																				
5	Science, Technology, Systems, and Equipment																				
6	Management																				
7	Intelligence																				
8	International Security																				
9	Social and Natural Science Studies																				

SPECIAL INSTRUCTIONS FROM DoD DIRECTIVE 5010.22 (REFERENCE (F))  
FOR COMPLETING STUDIES DATA FIELD 21  
(continued)

FIELD      TITLE

21B      Studies and Analyses Relationships (1A)

CODE

DEFINITION

R	Describe both a research and technology and studies and analyses effort.
S	Record is unique to studies and analyses reporting requirement.
B	Record identifies a computerized data base separately from studies. All computerized data bases generated for support of studies and analyses shall be reported individually.
C	Record describes both a computerized data base and a study.

21C      Special Categories  
Models and Codeword or Sensitive Material (2A)  
Enter a 2-letter code to describe (a) studies which require models;  
or (b) data bases using codeword or sensitive material.

CODE

DEFINITION

SM	Models (study develops or depends upon a major computer operated model).
BC	Identifies data bases using codewords or specifically sensitive material.

Special Studies Subjects Codes  
Enter a 2-letter code to describe the subject.

CODE

DEFINITION

SB	- Studies-related bibliographies and state-of-the-art surveys
SD	- Uses or develops data bases
MA	- Develops study methods or approaches
OR	- Systems analysis, operations research analysis, policy analysis
CE	- Cost-benefit or economic analysis
FS	- Force structure analysis
RA	- Resource allocation
TG	- Target selection analysis
CA	- Capability analysis
FE	- Feasibility analysis
TA	- Threat analysis

21D      Foreign Area Studies (2A)  
Enter a 2-letter code to describe studies or data bases with  
foreign-affairs implications.

SPECIAL INSTRUCTIONS FROM DoD DIRECTIVE 5010.22 (REFERENCE (F))  
FOR COMPLETING STUDIES DATA FIELD 21  
(continued)

<u>CODE</u>	<u>DEFINITION</u>
SF	Foreign area social science research.
SP	Foreign area policy planning research.
BF	Identifies or uses data bases with data on foreign forces or equipment, whether or not these have been provided by the intelligence community.

- 22      **Keywords**  
For Studies and Analyses Data Base, enter one of the appropriate keywords from below as the first keyword. Enter two or more additional keywords, preceding the first and each additional keyword with the security classification (in parentheses), separating each entry with semicolons. NOTE: When SA-PPP is used, the only acceptable entry in 21B is S. When SA-PPB is used, the only acceptable entry in 21B is C.

<u>KEYWORD</u>	<u>DEFINITION</u>
SA-PPP	Study
SA-PPB	Data base or model development to support studies
SA-PPI	Special study or nonscheduled Intelligence support

Army studies requirements  
Army special keywords.

<u>KEYWORD</u>	<u>DEFINITION</u>
PUIC	Project unique ID code (10-digit code)
RAUC	Results and use code (2-digit code)
CPMS	Contracted professional and management support services (1-digit code)

- 26      **Evaluation** - Follow the procedures prescribed for fields 23, 24 and 25. The security classification of field 26 shall be the same or less than indicated in field 5.

**Special Instructions for Use of Other WUIS Fields:**

- 18      Input to these fields may reflect Budget Year planning estimates for  
18A      S&A work units following the general instructions for fields 18, 18A  
18B      and 18B.

STUDY PROGRAM MANAGEMENT OFFICES

Contact Study Offices before coding fields 21 and 22.

Air Force: Headquarters, Department of the Air Force  
Office of the Assistant Chief of Staff  
Studies and Analyses  
ATTN: AF/SAL  
The Pentagon  
Washington, DC 20330

Marine Corps: Commandant  
Headquarters United States Marine Corps  
Code RDS-40  
Washington, DC 20380

Army: Director, Study Program Management Office  
Headquarters Department of the Army  
ATTN: DACS-DMO  
The Pentagon  
Washington, DC 20310

Navy: Officer in Charge  
Chief of Naval Operations  
OP-966  
Washington, DC 20350

DEFINITIONS OF STUDIES AND ANALYSES CATEGORIES IN FIELD 21A  
FROM DoD DIRECTIVE 5010.22 (REFERENCE (F))

1. Manpower and Personnel Studies. Evaluation of the manpower requirements and costs of forces and programs and application of effective methods and policies for the recruitment, selection, testing, classification, training, allocation, assignment, compensation, grade control, career management, sustaining, and separating of personnel.
2. Concepts and Plans Studies. Evaluation of concepts, policies, techniques, methods, and systems in terms of their costs and effectiveness to determine preferred employments of the several forces and development of programs, postures, and strategies that optimize the attainment of U.S. objectives in potential or actual conflict.
3. Operations and Force Structure Studies. Determination of preferred mixes of combined forces to meet existing and potential threats to U.S. security; establishment of quantitative requirements for weapon systems or other military materiel or the comparison of the effectiveness and costs of alternatively constituted and equipped forces; and the development and application of techniques to study military operations and tactics and describe or evaluate the results of combat engagements.
4. Installations and Logistics Studies. Determination and application of improved methods for effective and efficient operation of all noncombatant DoD logistics activities including procurement, production, supply, installations, military construction, real property, facilities, housing, maintenance, transportation, distribution, support, international logistics, and related logistics services.
5. Science, Technology, Systems, and Equipment. Evaluation of technical concepts, systems, subsystems, and components to compare their cost benefits and effectiveness in relation to competing concepts, systems, subsystems and components and the determination of alternative R&D programs and the selection of programs that yield the greatest return from expenditure for R&D. Includes the development of mission envelopes for individual systems and equipment and the analysis of test approaches for individual systems and equipment.
6. Management. Evaluation of organizational structure, administrative policies, procedures, methods, systems, and distribution of functions and the applications of the management sciences that will achieve more efficient and economical operation and elimination of unnecessary overlap or duplication of effort.
7. Intelligence. Estimation of foreign force capabilities; projection and estimation of foreign force levels and performance as a basis for combination in the formulation of specific threats to the security of the United States and its forces, analysis and comparison of intelligence systems and the relative capabilities of the United States and foreign forces in a net assessment; improvement of the collection and analysis of data on foreign forces and the quality and management of intelligence.

DEFINITIONS OF STUDIES AND ANALYSES CATEGORIES IN FIELD 21A  
FROM DoD DIRECTIVE 5010.22 (REFERENCE (F)), continued

8. International Security. Evaluation of present and alternative DoD policies, concepts, and positions related to the identification and attainment of national security objectives. Subject matter includes determination of the impact of international, political, military, and economic affairs on currently approved and planned strategies and programs; also studies and analyses on arms control and disarmament, alliances, foreign military facilities and operating rights, status of forces, National Security Council affairs, and security assistance matters; evaluation of the status of competition between the United States and foreign adversaries in producing, maintaining, and operating military forces; and studies aimed at characterizing key military balances.
9. Social and Natural Science Studies. Studies applying the research methods of the social sciences (such as, sociology, group behavior theory, social work, political science, and public administration, and the natural sciences (such as, chemistry, physics, geology, geophysics, and biology) which cannot be readily assigned to studies categories 1-8. Many of the special analyses coded in the R-500 series of the Federal Procurement Data Systems ("350" file) belong here.

[illegible]

Appendix E. Example DD Form 1498, Research and Technology  
Work Unit Summary

RESEARCH AND TECHNOLOGY WORK UNIT SUMMARY				1. AGENCY ACCESSION	2. DATE OF SUMMARY	REPORT CONTROL SYMBOL
				DS000222	840501	DD-DR&E(AR)636
3. DATE PREV SUM'RY	4. KIND OF SUMMARY	5. SUMMARY SCTY	6. WORK SECURITY	7. REGRADING	8. DISB'N INSTR'N	9. LEVEL OF SUM A. WORK UNIT
830531	D	U	U		CX	
10. NO./CODES:	PROGRAM ELEMENT	PROJECT NUMBER	TASK AREA NUMBER	WORK UNIT NUMBER		
a. PRIMARY	65601S	73433	01	003		
b. CONTRIBUTING						
c. CONTRIBUTING						
11. TITLE (Precede with Security Classification Code)						
(U) Optimization of Access to Department of Defense Scientific and Technical Information						
12. SUBJECT AREAS						
0502		1702		0902		
13. START DATE	14. ESTIMATED COMPLETION DATE	15. FUNDING ORGANIZATION		16. PERFORMANCE METHOD		
8210	8412	DS		B		
17. CONTRACT/GRANT				18. RESOURCES ESTIMATE		
a. DATE EFFECTIVE 8210		EXPIRATION 8412				
b. CONTRACT/GRANT NUMBER MDA093-82-C-0320						
c. TYPE U		d. AMOUNT 100,000P				
e. KIND OF AWARD SUP		f. CUM/TOTAL 1,397,100				
19. RESPONSIBLE DOD ORGANIZATION 394981				20. PERFORMING ORGANIZATION 488888		
a. NAME Defense Technical Information Center				a. NAME Information Analysis Inc.		
b. ADDRESS (include zip code)  Alexandria, VA 22314				b. ADDRESS  Arlington, VA 22202		
c. NAME OF RESPONSIBLE INDIVIDUAL Gray, B W				c. NAME OF PRINCIPAL INVESTIGATOR Green, F S		
d. TELEPHONE NUMBER (include area code) 202-274-9999				d. TELEPHONE NUMBER (include area code) 703-777-6666		
21. GENERAL USE  MILITARY/CIVILIAN APPLICATION: H				f. NAME OF ASSOCIATE INVESTIGATOR (if available) Blue, H J		
				g. NAME OF ASSOCIATE INVESTIGATOR (if available) Brown, N D		
22. KEYWORDS (Precede with Security Classification Code) (U) Information Retrieval; (U) Information Systems; (U) Information Transfer; (U) Telecommunications; (U) On-Line Systems						
23. TECHNICAL OBJECTIVE 24. APPROACH 25. PROGRESS (Precede text of each with Security Classification Code)						
<p>Objective: (U) Analyze basic objectives and priorities for providing on-line access to relevant Scientific and Technical Information (STI) stored at the Defense Technical Information Center (DTIC) in support of Defense Research, Development, Test, and Evaluation (RDT&amp;E) programs and identify alternative approaches for resolving the STI delivery dichotomy.</p> <p>Approach: (U) Determine the effectiveness and potential of DTIC STI on-line data base systems and communications networks for satisfying user requirements, objectives, and priorities in regard to delivery of STI to the Department of Defense (DoD) research and development community. Analyze the current alternative communications services and estimate their performance characteristics.</p> <p>Progress: (U) (8305-8405) The DTIC user community was surveyed to determine the effectiveness of the on-line data base systems and communications networks in meeting their needs. Survey results indicate that there is a need to reduce the current high costs of dedicated secure communications service. An examination of the AUTODIN II computer communications network indicates that this system could have a profound effect on the DTIC on-line system. Associated reports are: (1) DTIC-TR001 "Access to STI Information," December 1983 and (2) DTIC-TR002 "AUTODIN II and Access to STI," December 1983, DTIC accession number ADA987654.</p>						
(NOTE: THIS EXAMPLE CONSISTS OF FICTITIOUS DATA)						



## APPENDIX F

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This index is provided as an aid in using this Manual.

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